



Site Plan Correction Request Process and Form

NOTE:

A Site Plan Correction Request is reviewed the next business day after submittal. If the request involves further research, the review will require additional time. The applicant will be informed of the results by email.

Denied requests are available for customer pick-up in the Development Assistance Center (DAC) at One Texas Center, 505 Barton Springs Road.

Record set plan update appointments for approved corrections will be scheduled by staff and will be held in the DAC. Staff will contact the applicant for the appointment.

Step 1

Provide all information requested on the attached **Site Plan Correction Request Form**. An incomplete request form will not be accepted. Specific or additional information regarding the correction may be attached as a memorandum or letter.

Step 2

All correction requests are to be shown in red, overlaid on a City of Austin approved red-stamped copy of the originally approved site plan. All sheets affected by the proposed corrections and the cover sheet must be submitted for review.

If you do not have a red-stamped copy of the original site plan, obtain a copy from the Research Assistance section of the DAC prior to the submittal of your request. You may contact this section at (512) 974-6370.

Step 3

Attach the completed request form to the redlined copy along with any other supporting materials and submit to the DAC Monday through Friday. Requests will not be accepted at any other location.

If you have any questions regarding the Site Plan Correction request process, please contact the DAC staff at (512) 978-4000, Monday through Friday.

Email Address: _____



Site Plan Correction Request Form

Site Plan Case #: _____ Correction #: _____ Expiration Date: _____

Site Address: _____

Project Name: _____

- Site has a City of Austin Certificate of Occupancy.
- Site is under construction (*provide written verification from the Environmental Inspector*).
- Site is in an extraterritorial jurisdiction and has a Certificate of Compliance.

Brief/General Description of Correction:

Attach a detailed description of the proposed correction(s) in a memorandum or letter and one redline copy of the proposed correction(s) to a copy of a City of Austin approved site plan that includes the cover sheet.

I, _____, do hereby certify that I am the
(Print Name)

owner owner's agent (*to act as the owner's agent, written authorization from the owner must be provided*) of this described property, and in this capacity, submit this request for a site plan correction. The change(s) are considered "administrative correction(s)" pursuant to Chapter 25-5-61 of the City of Austin Land Development Code.

Furthermore, I certify and acknowledge that:

1. The approval of this site plan correction request does not constitute authorization to violate any provisions of the Austin City Code or other applicable requirements.
2. I will be responsible and required to seal or certify the correction being made. In addition, a copy of a letter notifying the original consultant of the documents (engineer, architect, landscape architect, or designer) of the proposed corrections shall be submitted and attached to this request.

_____ Date: _____
(Signature of Requester)

Address: _____ Phone: _____