



Development Assessment & Alternative Equivalent Compliance Overview and Application Instructions

The following information outlines General Information and Application Instructions necessary to gather sufficient information for City of Austin staff to provide preliminary feedback to applicants before submitting a formal application for zoning, subdivision, site plan, building plan approval, or Managed Growth Agreements. It may be used for either a formal Development Assessment or for evaluating Alternative Equivalent Compliance under the *Design Standards and Mixed Use* section of the City of Austin Land Development Code (LDC). A brief explanation of these processes follows.

General Information

Development Assessment

Any person considering development of land within the jurisdiction of the City of Austin (full-purpose and limited-purpose city limits, and extraterritorial jurisdiction ETJ) may request a Development Assessment as provided in Sec. 25-1-62 of the City Code. A Development Assessment is a preliminary analysis by City staff of the applicable general procedures and requirements of the Land Development Code and an estimate of fees required.

A Development Assessment may consist of:

- A Process Assessment which identifies the applicable review process and estimates fees.
- A Project Assessment which identifies the applicable review process, estimates fees, and identifies potential major issues for the proposed project.
- A Planned Unit Development (PUD) Pre-Application, which is a mandatory Project Assessment for a proposed PUD under City Code Chapter 25-2, Subchapter B, Article 2, Division 5. PUD zoning is intended to produce development superior to the development that would occur under conventional zoning and subdivision regulations.
- A Managed Growth Agreement Pre-Application, which is a Project Assessment for planning and developing large projects, long-term projects, or projects that have special benefits that are in the public interest as provided in City Code Section 25-1-553.
- A Subdivision Pre-Application, which is a Project Assessment for a proposed subdivision.
- A Site Plan Pre-Application, which is a Project Assessment for a proposed site plan.

Note: Except for the PUD Pre-Application, all development assessments are optional. A favorable assessment does not constitute approval of a project.

Planned Unit Development (PUD) Pre-Application Filing Requirements and Review Criteria

The purpose of a pre-application is to:

1. Establish criteria for determining whether a PUD creates development superior to what would occur under conventional zoning, and

2. Provide the applicant with a Project Assessment, including a Council briefing, to determine whether the PUD meets these criteria.

The applicant is required to identify how the proposed PUD meets the minimum criteria (Tier One Requirements) and how the project is superior (Tier Two Requirements). The applicant may also select Development Bonuses in order to achieve additional height and density in project design. Tier One Requirements, Tier Two Requirements, and Development Bonuses are detailed beginning on Page 21 of the Development Assessment & Alternative Equivalent Compliance Application (see <http://www.austintexas.gov/page/land-use-applications#site>).

Submittal

A Development Assessment Application can be submitted any work day with an appointment to the Intake Office.

Contact:

City of Austin
Land Use Review – Intake Section
505 Barton Springs Road
Austin, Texas 78704
Phone: (512) 978-4000

Tax Plats

Tax plats must be submitted with all zoning applications and are used to obtain property owner names and addresses for notification. Provide one blue-line copy of each of the current tax plats, showing all properties within 500 feet of the tract for which zoning approval is being requested. Include all maps referenced within the 500 feet. Outline the subject tract in red. (DO NOT SPLICE THE MAPS TOGETHER).

Tax plats can be obtained from:

- Hays County: Hays County Clerk's Office, 137 N. Guadalupe St., San Marcos, phone: (512) 393-7330
- Travis County: Travis Central Appraisal District, Walnut Creek Business Park, 8314 Cross Park Drive, Austin (Hwy 290 East and Cross Park Drive), phone: (512) 834-9138. Tax plats for Travis County may be printed online at <http://www.traviscad.org/>.
- Williamson County: Williamson County Clerk, Justice Center Building, 405 Martin Luther King St., Georgetown, phone: (512) 943-1515

For projects located outside of Travis County, applicants must submit a list of names and addresses of all property owners located within a 500-foot radius of the subject tract.

Project Management

A Case Manager will be assigned to your project, who will act as your liaison with the City of Austin. Once your application is submitted, all questions and conflicts should be directed to the Case Manager. If you need to see your Case Manager, it is suggested an appointment be made to ensure that he or she is available.

Ethics and Financial Disclosure Information

If you or your agent/representative were City employees or officials within the past 24 months, you may be subject to the City's Ethics and Financial Disclosure requirements (see City of Austin Code Chapter 2-7). Copies of Chapter 2-7 are available at the City Clerk's Office.

Postponement Policy on Zoning Hearings

- Sets a postponement date and time at the City Council hearing so that renotification of residents and property owners is not necessary.
- Limits the time a hearing can be postponed to two months for both proponents and opponents, unless otherwise approved by Council so that renotification of residents and property owners is not necessary.
- Allows only one postponement for either side, unless otherwise approved by Council.
- Requires that all requests for postponements be submitted in writing to the director of the Development Services Department at least one week prior to the scheduled Council meeting. The written request must specify reasons for the postponement.
- The Director of the Development Services Department shall provide a recommendation regarding the validity of the postponement request as the Director deems appropriate.
- Eliminates the automatic granting of a postponement of the first request.
- Authorizes Council to consider requests that are not submitted timely.

Alternative Equivalent Compliance

Alternative Equivalent Compliance is an optional process for obtaining preliminary approval of non-standard designs or materials for a site plan or building plan. The procedures for and applicability of Alternative Equivalent Compliance are described in Chapter 25-2, Subchapter E (*Design Standards and Mixed Use*), Section 1.5 of the City Code. An applicant may request a response as either an informal recommendation or a formal decision. For an informal recommendation, submittal of an application is not required; however, the applicant should consult page 16 of the Development Assessment & Alternative Equivalent Compliance Application (see link below in Application Instructions) before scheduling a pre-application conference with City staff. For a formal decision, the Development Assessment & Alternative Equivalent Compliance Application must be submitted at least 10 days prior to the pre-application conference.

Submittal Requirements

Applicants should complete the following sections of the application:

- All applicants: Sections 1–10
- Development Assessment: Sections 1–14
- Alternative Equivalent Compliance: Sections 1–10 and 15–16

Application Instructions

The application must be complete and accurate prior to submittal. Please refer to the descriptions below to ensure all information is entered correctly. To access the application, please see Development Assessment & Alternative Equivalent Compliance Application at <http://www.austintexas.gov/page/land-use-applications#site>. Note that the application is a fillable PDF, and must first be SAVED TO COMPUTER to be completed.

All information is required (if applicable).

All Applicants: Sections 1–10

Section 1: Requested Process

Select the appropriate process you are requesting.

Section 2: Project Information

Project Name

Provide the name of the proposed project.

Project Street Address

Provide the street address of the project. For assistance, call: (512) 974-2797; or email: addressing@austintexas.gov.

—OR—

If project cannot be defined, provide the distance and direction from nearest intersection.

Subdivision Name

The site plan will not be released unless it has been determined the tract is a legal lot/tract. This determination will be made during the review process, and if it cannot be determined the tract is a legal lot/tract, the applicant will be requested to prove legal lot status or subdivide. If a subdivision is required, it must be recorded prior to the release of the site plan.

Tax Parcel Number(s)

These numbers may be found on the tax plats or tax certificates you are providing. The Intake Center or Document Sales Window can assist you with these numbers.

Section 3: Applicant/Agent Information

Provide all contact information. If an agent is designated, this is considered the “Applicant” and will be the primary contact.

Section 4: Owner Information

Provide all contact information if the owner is not the applicant. The current owner must sign the application or attach a written authorization for the agent. Be sure all signatures are legible and address information is correct.

Section 5: Engineer Information

Provide all engineer contact information, if applicable.

Section 6: Other Professional/Trade Information

Provide all professional and/or trade contact information, if applicable. Examples include general contractor, electrical contractor, landscape architect, etc.

Section 7: Property Attributes

To determine the following information, refer to the GIS Viewer on the Development website at <http://www.austintexas.gov/GIS/DevelopmentWebMap/>:

- Watershed
- Watershed Classification
- Edwards Aquifer Recharge Zone
- Land Development Jurisdiction
- County

Municipal Utility District

Provide the name of the MUD district if applicable.

Development Assessment

If you have received a Development Assessment, indicate the file number and the Intake Center will apply the credit associated with the assessment to your application fee. The assessment credit is void if not used within six months.

Size of Property and Project

Indicate the acres and square footage of the property and project.

Section 8: Land Use Information

Describe the proposed land use in detail (e.g., two-story medical office, antique shop within an existing structure, fifteen two-bedroom apartments, etc.), and complete the table.

Section 9: Related Cases

Provide the file numbers which relate to applications on this property that have been filed in the past.

Section 10: Inspection Authorization

Provide permission for inspection of the property as part of the application process.

Development Assessment: Sections 1–10 (above) and 11–14

Section 11: Traffic Impact Analysis (TIA) Determination Worksheet

Complete the worksheet prior to submitting for TIA Determination.

Section 12: Service Area & Service Extension Determination Worksheet

Complete the worksheet for Austin Water.

Section 13: Development Assessment Questionnaire

Provide the applicable information regarding your proposed development.

Section 14: Subchapter E Applicability Form

This section is provided to help identify the appropriate forms and regulations for your proposed project, and will help guide you in the application process with regard to the applicability of the City of Austin Land Development Code Chapter 25-2, Subchapter E (*Design Standards and Mixed Use*).

Alternative Equivalent Compliance: Sections 1–10 (above) and 15–16

Section 15: Formal Decision – Alternative Equivalent Compliance Application and Concept Plan

This section must be completed for any project for which a Formal Decision on Alternative Equivalent Compliance is requested. Applications and Concept Plans for Formal Decisions on Alternative Equivalent Compliance must be submitted at least ten days prior to the scheduled pre-application conference

Section 16: Submittal Verification

Ensure all information entered in the application is complete and accurate before signing.