

# INTAKE SUBMITTAL CHECKLIST CONSOLIDATED ADMINISTRATION

## City Of Austin Development Services Department

505 Barton Springs Blvd. Austin, TX 78704 Ph. 974-6338, 974-2681, 974-7208 or 974-2350  
Fax 974-2620

### Departmental Use Only:

File Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Intake Specialist: \_\_\_\_\_ Date: \_\_\_\_\_

### Information Required for Submittal:

- \_\_\_ 1. Completed application form with all appropriate signatures & Application Fee (+\$55.00/ sign if SPC-)
- \_\_\_ 2. Subject to Big Box Ordinance YES / NO (Ordinance No. 20070215-072)
- \_\_\_ 3. \*Legible 4"x 4" Location Map on a separate 8½"x11" sheet
- \_\_\_ 4. Signed Submittal Verification and Inspection Authorization Form
- \_\_\_ 5. TIA Fee plus five (5) copies (if TIA is required)
- \_\_\_ 6. \*Sealed Engineer's Summary Letter (same engineer as sealed on plans)
- \_\_\_ 7. Plans (24"x36" format **only**) for formal (Refer to completeness check results for required #)  
\_\_\_ Two (2) copies for completeness check
- \_\_\_ 8. \*Full size tax maps (1"=100') showing properties within **500'** of the red-lined site area (limits of construction) **or** For projects located outside of Travis County, submit a list of names and addresses of all property owners within a 500' radius of the site.
- \_\_\_ 9. Current Tax Certificates (not required if tax exempt)
- \_\_\_ 10. 1704 Determination  
\_\_\_ (If B-E is checked provide 1 extra copy of plans & additional fee required @ completeness check)
- \_\_\_ 11. \* Engineering Reports (Refer to completeness check results for required #)  
\_\_\_ Two (2) copies for completeness check
- \_\_\_ 12. Project Description Form
- \_\_\_ 13. Flashdrive @ formal submittal (Exhibit VII of application must be on flashdrive w/ names of files/layers)
- \_\_\_ 14. If applicant indicates they are requesting waiver/ variance(s) on the application, then a letter requesting the waiver/ variance(s) must be submitted as well, plus additional fees if applicable. (*If a Late Hours Permit is required, a waiver of Compatibility Standards must be submitted, if applicable.*)