

**INTAKE SUBMITTAL CHECKLIST
PC OR ZAP CONSOLIDATED SITE PLAN**

City Of Austin Development Services Department

505 Barton Springs Blvd. Austin, TX 78704 Ph. 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
- ___ 2. Subject to Big Box Ordinance YES / NO (Ordinance No. 20070215-072)
- ___ 3. 2*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 Engineers 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. 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.)
- ___ 13. Subject to: ZAP _____ **or** PC _____
- ___ 14. Project Description Form
- ___ 15. Flashdrive @ formal submittal (Exhibit VII of application must be on flashdrive w/ names of files/layers)

*Not required for small project