



## CITY OF AUSTIN

### Development Services Department

One Texas Center | Phone: 512.978.4000

505 Barton Springs Road, Austin, Texas 78704

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# Land Use Commission Site Plan Overview and Review Procedures Non-Consolidated Land Use Element (A Plan)

The following information provides General Information and a summary of the Review Procedures for review of a Land Use Commission non-consolidated project.

## General Information

### What Is a Land Use Commission Site Plan?

Section 25-5-142 of the City of Austin Land Development Code (LDC) requires that a site plan be approved by the Land Use Commission for the following:

- Conditional Use Permits (when the proposed use is listed as a conditional use in the LDC, Section 25-2-492 or as noted in the Zoning Use Summary Table:  
[http://www.austintexas.gov/sites/default/files/files/Planning/Zoning/permitted\\_use\\_chart.pdf](http://www.austintexas.gov/sites/default/files/files/Planning/Zoning/permitted_use_chart.pdf)), and/or
- Construction of building and/or parking within the 1000-foot Hill Country Roadway Corridor (this includes use changes which require additional parking spaces)

The review requirement for a non-consolidated site plan includes the land use element. The level of detail required for review will vary depending upon the project's location and scope.

### What a Land Use Commission Site Plan Is Not

A Land Use Commission site plan is not a building permit and does not authorize the construction, demolition, or relocation of buildings. The applicant is responsible for requesting building, demolition, and relocation permits once the site plan is approved.

### Land Use Commission Approval

Site plans requiring approval by the Land Use Commission can be either **consolidated** or **non-consolidated**. A consolidated site plan consists of two major elements that are submitted and reviewed concurrently, including any revisions:

- The **Land Use Element** includes information on the land use, site design, and layout (such as building height, setbacks, density, and parking) and demonstrates compliance with zoning, site development, and transportation
- The **Construction Element** includes detailed information on the construction aspects of the site design (such as grading, detention, filtration, erosion/sedimentation controls, landscaping, and tree protection) and demonstrates compliance with drainage, water quality, and environmental regulations

A non-consolidated site plan consists of two separate submittals: One for the land use element and one for the construction element. With a non-consolidated submittal, approval of the land use element

by the Land Use Commission may be obtained before the detailed engineering work required for the construction element is performed. Once the land use element is approved by the Commission, the construction element may be reviewed and approved administratively. However, both the land use element and the construction element must be released concurrently.

This application is intended for **non-consolidated land use site plans only**. Once the land use element is approved, an application for the **construction element** should be filed using the **Non-Consolidated Site Plan Application**.

For a **consolidated submittal**, the **Consolidated Site Plan Application** should be used instead of this packet. Fees are different for a consolidated versus non-consolidated land use commission site plan. Contact the Land Use Review Intake Center for specifics.

## Land Use Commission Site Plan Review Procedures

The procedures for review and approval of site plans are based on Volume III, Chapter 25 of the City of Austin Land Development Code (LDC). The process is summarized below:

### Step 1: Development Assessment (Optional)

A person may request an assessment of a proposed development *prior* to formal submittal by contacting the Development Assistance Center (DAC). The assessment is based on the information provided by the applicant at the time that an assessment is requested. An assessment of the project includes applicable code requirements pertaining to the site and identification of major development issues. A Development Assessment Application (see <http://www.austintexas.gov/page/land-use-applications#site>) can be submitted any work day with an appointment to the Intake Office.

#### Contact:

City of Austin  
Development Assistance Center  
505 Barton Springs Road  
Austin, Texas 78704  
Phone: (512) 978-4000

### Step 2: Completeness Check

In order to submit a land use commission site plan for review, an application for Completeness Check must be submitted to the **Intake** staff. No appointment is necessary. Intake reviews the application and pertinent information to determine if all required administrative items have been submitted. Intake then forwards it to the completeness check team, which determines whether the technical items needed for review have been submitted.

An application for completeness check must include:

- Site Plan Application
- Site Plan Review - Completeness Check fee (check, cash, money order, or credit card): see <http://www.austintexas.gov/department/fees>
- 2 copies of Site Plan sealed by professional engineer and/or Landscape Architect, as required by state licensing regulations
- All items listed on the completeness checklist, located in the Intake Office and available online at <http://www.austintexas.gov/page/land-use-applications#site>

The completeness check review takes a maximum of 10 business days from the date of submittal. The applicant will be notified via email or fax whether the application is approved or additional

information is required for submittal. When the application is approved, the plans can be formally submitted for a detailed review. **The application must be submitted formally within 45 calendar days of the initial completeness check or it will expire and a new completeness check will be required.**

Contact:

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Land Use Review – Intake Section  
505 Barton Springs Road  
Austin, Texas 78704  
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### **Step 3: Formal Submittal Review Process**

The next step is to submit the Land Use Commission Site Plan Application to Intake to start the review process. Electronic copies of the application are available online at <http://www.austintexas.gov/page/land-use-applications#site>.

Applications may be submitted to Intake Monday through Friday. **An appointment is necessary.** Please contact Intake at the number listed above to schedule an appointment. For submittal the applicant will need to provide several folded full-size (24" x 36") copies of the site plan, along with the remaining balance of the fee. Intake will include the final required number of plans and remaining fee balance in the final completeness check report.

**Electronic submittal of CADD files and other documents is also required** for the initial submittal, as described in Exhibit VI (Land Use Commission Site Plan Application Instructions). A final version of the plans and reports incorporating all changes made during the review process must be submitted electronically prior to release of the site plan.

A Case Manager with the Land Use Review Division is assigned to coordinate interdisciplinary reviews and provide guidance on code requirements and procedures. A review team is also assigned to the project. The team reviews the plans and prepares a Master Comment Report that contains specific areas of non-compliance. The initial review of the plans by the team can take up to 28 days from the date that the plans were formally submitted. If the site plan complies with the provisions of the code and other applicable state and federal regulations, and Commission approval is required, the case manager will schedule a Land Use Commission public hearing. The Master Comment Report can be viewed on the City of Austin website at <http://www.austintexas.gov/page/interactive-development-review-permitting-and-inspection>.

### **Step 4: Update**

If it is determined that the site plan does not comply, the applicant must file an update in order to bring it into compliance. **Contact Intake staff to schedule an appointment and submit the update.** Staff reviews the updates within 14 days of receipt, and the Case Manager will issue additional Master Reports identifying remaining items to be addressed. Updates will be required until the site plan is in compliance or the site plan expires.

Updates to the plan must be filed by the applicant within 180 days after the site plan has been filed. An applicant can request an extension to the 180-day update period if the request is made prior to the 180-day deadline. The request must be made in writing and the reason for the extension should be specified. Extensions may be granted for good cause at the Director's discretion for up to 180 days. All comments must be cleared prior to the expiration date, or the application will expire and a new application must be submitted.

## **Step 5: Site Plan Approval and Release**

Once all code requirements have been met, the Case Manager can schedule a Land Use Commission public hearing. The Case Manager will inform you of the date and time of the public hearing. Commission-approved site plans may be appealed by the applicant or an interested party to the City Council. An appeal must be filed within 14 days of the Commission's action. If the plan is appealed, you will be notified of the date and time of the public hearing before the City Council.

**If the land use site plan triggers a new construction site plan, the construction plan must be submitted prior to release of the land use plan; if the construction plan triggers a land use site plan, the land use plan must be submitted prior to release of the construction plan.**

Prior to release of the site plan, an original mylar copy of the plans must be provided that will be signed by the Case Manager and retained in the City's files. You will receive a complimentary copy of the approved mylars. Copies of the mylar will be made for distribution to other City departments, and you may request additional copies to be made for your personal use for an additional fee. An electronic submittal of the final plan is also required, as described in Exhibit VI (Land Use Commission Site Plan Application Instructions). A Site Development Permit will also be prepared to authorize the use.

Prior to site plan approval all fees must be paid. Additional fees may include but are not limited to: Landscape Inspection, Parkland Dedication, Variance, Notification, Phasing Fee, and Fiscal Surety. The Case Manager will inform you of any required fees prior to preparing the Site Development Permit.

Once all fees have been paid, plans have been copied, and the appeal period has passed, you will be advised that the site plan has been released and will be told when you can pick up the approved plans and permit.