

**INTAKE SUBMITTAL CHECKLIST
BUILDINGS/ PARKING, CLEARING FOR SITES, CUT & FILL FOR SITES**

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
- ___ 2. Subject to Big Box Ordinance YES / NO (Ordinance No. 20070215-072)
- ___ 3. * Engineering Reports (Refer to completeness check results for required #)
___ Two (2) for completeness check
- ___ 4. *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.
- ___ 5. Current Tax Certificate
- ___ 6. Signed Submittal Verification and Inspection Authorization Form
- ___ 7. *Legible 4"x4" location map on a separate sheet
- ___ 8. *Sealed Engineer's Summary Letter (same engineer as sealed on plans)
- ___ 9. Plans, 24" x 36"; larger will not be accepted. (Refer to completeness check results for required #)
___ Two (2) for completeness check
___ One (1) additional set if on State Highway
- ___ 10. Application Fee
- ___ 11. 1704 Determination Form
___ (If B-E is checked provide 1 extra copy of plans & additional fee required @ completeness check)
- ___ 12. Project Description Form
- ___ 13. Flashdrive @ formal submittal (Exhibit VII of application must be on flashdrive w/ names of files/layers)