

**INTAKE SUBMITTAL CHECKLIST
PRELIMINARIES AND REVISED PRELIMINARIES**

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 and application fee
- ___ 2. Plans (Refer to completeness check results for required #)
 - ___ Two (2) copies for completeness check
- ___ 3. For land outside of the city limits i.e. ETJ: Twenty-eight (28) blue-line copies of site plan for Townhouse Subdivisions and approved Conceptual PUD Land Use plan.
- ___ 4. Tax plats (most current); if project is outside of Travis County provide names and addresses of all property owners within **500'** of subject tract on separate sheet.
- ___ 5. Homeowners Small Lot documentation (draft copy) for Small Lot Subdivisions only.
- ___ 6. Variance Request and Justification.
- ___ 7. Owners Deed (Certified)
- ___ 8. *Environmental Resource Inventory
- ___ 9. Request for City Water/ Wastewater
- ___ 10. Letter from utility provider (if not in the city) i.e. Water and Wastewater, not Electric.
- ___ 11. *Contractual Agreement with utility provider
- ___ 12. 2 copies of Location Map (for Notification, must be on 8½ x 11 paper)
- ___ 13. Eng. Reports (may include DR and WQ Report) (Refer to completeness check results for req.#)
 - ___ Two (2) copies for completeness check
- ___ 14. Drainage Report
- ___ 15. Water Quality Report
- ___ 16. 1704 Determination Form
 - ___ (If B-E is checked provide 1 extra copy of plans & additional fee required @ completeness check)
- ___ 17. Subject to: ZAP _____ or PC _____
- ___ 18. For joint applications (e.g. City ETJ and Travis County) submit one (1) additional copy of all items listed above (excluding tax map) clearly labeled for **Travis County**
- ___ 19. Project Description Form
- ___ 20. 8 ½ x 11 copy of plat (need at formal submittal)
- ___ 21. Flashdrive @formal submittal(Exhibit II of application must be on flashdrive w/names files/layers)

*If applicable