

# INTAKE SUBMITTAL CHECKLIST SITE PLAN EXTENSIONS

## 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 and application fee
- \_\_\_ 2. One request letter summarizing the reasons for the extension
- \_\_\_ 3. 1704 determination form  
\_\_\_ (If B-E is checked provide 1 extra copy of plans & additional fee required @ completeness check)
- \_\_\_ 4. Project Description Form
- \_\_\_ 5. Current Tax Certificate
- \_\_\_ 6. Application Fee
- \_\_\_ 7. \*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.
- \_\_\_ 8. Copies of Approved Site Plan (Refer to completeness check results for required #)  
\_\_\_ One (1) red-stamped copy for completeness check  
\_\_\_ One (1) black lined copy for completeness check
- \_\_\_ 9. Flashdrive @ formal submittal (Exhibit VII of application must be on flashdrive w/ names of files/layers)