

# INTAKE SUBMITTAL CHECKLIST SUBDIVISION CONSTRUCTION PLAN REVISION

## 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. Signed Submittal Verification and Inspection Authorization Form
- \_\_\_ 3. Summary Letter for Revision
- \_\_\_ 4. Project Description Form
- \_\_\_ 5. Six (6) Sets of plans (24"x36" format **only**) for formal submittal
  - \_\_\_ One (1) red-lined copy for completeness check
  - \_\_\_ One (1) black-lined copy of the revision for completeness check
- \_\_\_ 6. Flashdrive @ formal submittal (Exhibit II of application must be on flashdrive w/ names of files/layers)

