

# INTAKE SUBMITTAL CHECKLIST ZONING

## City Of Austin Planning and Zoning Department

505 Barton Springs Blvd. Austin, TX 78704 Ph. 974-2681, 974-2350, 974-7208  
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 Site Check Permission Forms
- \_\_\_ 3. TIA Determination Form
- \_\_\_ 4. If required, provide five (5) copies of TIA
- \_\_\_ 5. TIA fee, if applicable
- \_\_\_ 6. Two (2) copies of certified field notes for footprint zoning and portion(s) of lot(s)
- \_\_\_ 7. Full size tax maps (1"=100') showing properties within **500'** of zoning request (for CS-1 zoning red-line to include footprint and entire tract); For projects located outside of Travis County, submit a list of names and addresses of all property owners within a 500' radius of the subject tract on a separate 8 1/2"x11" sheet
- \_\_\_ 8. Current Tax Certificate or letter from County Tax Office
- \_\_\_ 9. Copy of receipt if refund for Development Assessment is requested/ granted
- \_\_\_ 10. Letter from Neighborhood Association(s) and positive staff recommendation, if consent agenda is requested.
- \_\_\_ 11. Zoning map showing property to be rezoned
- \_\_\_ 12. Subject to: ZAP \_\_\_\_\_ or PC \_\_\_\_\_

### Additional Submittal Requirements for Planned Unit Development (PUD):

- \_\_\_ A. Verification that the project has obtained and completed the Developmental Assistance process, including sign-off from the Customer Assistance Team; comment report with sign-off sheet will suffice
- \_\_\_ B. Eighteen (18) copies of a 24" x 36" generalized land use map which shall include all of the following: Project name, legal description, boundary lines with bearings and dimensions, total acreage, north arrow, scale and location map. Existing topography using USGS or City datum at tow (2) foot intervals for the property and adjacent property within 100 feet of the project boundary
- \_\_\_ C. Eighteen (18) copies of the proposed site development regulations to be established by the Land Use Plan (PUD Report/ Summary)