



Building Relocation Application

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Submittal Requirements

- ☐ 1. Owner authorization/signature, **NOTARIZED** at the bottom of this page
OR a **NOTARIZED** letter of authorization from the owner giving the applicant permission to apply.
- ☐ 2. Dimensioned Floor plan of structure to be moved
- ☐ 3. Dimensioned site plan of proposed location showing all required setbacks (not required if leaving City jurisdiction)
- ☐ 4. Certified tax certificate of current location from the Travis County Tax Assessor's Office (5501 Airport Boulevard, 854-9473).
- ☐ 5. Certified tax certificate for proposed location (not required if structure is leaving the City of Austin jurisdiction)
- ☐ 6. Photos of each side of structure; the front photo needs to show the entire front of the structure that is visible from the street.
- ☐ 7. Review Fee (see fee schedule for applicable fees)
- ☐ 8. **Add'l requirements for COMMERCIAL**— An approved, red stamped Site Plan, or a Site Plan Exemption/Determination form

Consent, Authorizations and Signatures

I understand and will adhere to the following rules or regulations:

- 1. No work may begin prior to issuance of this permit**
2. Relocating a residential or commercial building to a new location within the City of Austin's jurisdiction requires a building review for the remodeling work and a building permit from Residential Review Division or the Commercial Review Division of the Planning and Development Review Department located on the 2nd floor at One Texas Center. A relocation permit will not be issued without the approval of the remodeling application and/or building application. Once this review is complete and approved, the permit may be obtained from the Permit Center and additional fees will be assessed at that time.
3. The moving contractor selected must be bonded and insured in accordance with City rules. Call the City of Austin Permitting Center at 512-974-2380 to verify.
4. If the structure to be relocated is currently tied into water and/or sewer services provided by the City of Austin, you must contact Austin Water Utility at 512-494-9400 to obtain specific water and sewer service information.
5. If the proposed work will require the removal of any tree protected by ordinance a protected size tree or impact the critical root zone as defined within the Environmental Criteria Manual (3.5.2.A) City of Austin tree protection ordinance, a Tree Ordinance Review Application is required must be approved by the City Arborist prior to any such activity. Note, root zone protection measures (e.g. fencing, boards attached to the trunk, mulch) are required prior to work commencing. Information can be found at <http://www.austintexas.gov/department/city-arborist>. Contact the City Arborist Program at (512) 974-1876 or cityarborist@austintexas.gov.
6. If the proposed work will require use of City right-of-way, a Right of Way Application must be approved prior to any such activity. Applications may be obtained in the Watershed Protection and Development Review located on the 8th floor at One Texas Center, 512-974-7180.
7. If the proposed relocation route will require removal of vegetation (e.g. shrubs, trees, or branches within the ROW or on a city owned property) a Public Tree Care Permit (<http://austintexas.gov/sites/default/files/files/Parks/Forestry/publictreecarepermit.pdf>) is required from the Parks & Recreation Department (Urban Forestry). Contact the Urban Forestry Program at (512) 974-9500.
- 8. The Historic Preservation Office will review this application to determine if the structure that is subject of this application is potentially historic as defined by §25-11-214 of the City of Austin Land Development Code. Additional review by the Historic Landmark Commission may be required and additional fees may be assessed.**

I, the undersigned, hereby swear or affirm that the information provided in this application is true and correct to the best of my knowledge and is an accurate reflection of my intentions for the above structure and/or property. I understand that any omission or incorrect information herein will render this application and any permit obtained invalid.

☐ As owner(s) of the property described in this application, I/we hereby authorize the Applicant listed on this application to act on my/our behalf during the processing and presentation of this request. They shall be the principal contact with the City in processing this application.

Signature of Applicant: _____
(if different from owner)

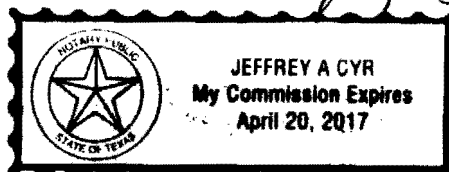
Date: 4/29/2013

Signature of Owner: _____

Date: 4/29/13

Sworn and subscribed before me this 30 day of April, 2013.

Signature of Public Notary _____



OWNER'S AUTHORIZATION LETTER

I/we hereby certify that I/we am/are the owner(s) of the property referenced below. I/we am/are respectfully requesting processing and approval of the below referenced permit(s) review. I/we hereby authorize the Applicant listed on this application to act on my/our behalf during the processing and presentation of this request. They shall be the principal contact with the City in processing this application.

Mike McHorn Real Estate
Property Address: 507 W. 23rd

PR#: TBD.

[Signature] 1-9-13
Owner's Signature Date

University Co-op
Owner's Signature Date

George H Mitchell Resident CEO
1st Owner's Printed Name 2nd Owner's Printed Name