



## DP-01 Development Plan (Site Plan) Application

*This application is in conjunction with either a Vested Rights Petition or  
a Fair Notice Site Plan (new project, current code)*

### For Office Use Only

Application Date: \_\_\_\_\_ File Number: \_\_\_\_\_  
Development Review Type of Site Plan: ☐ Vested Rights Petition —OR— ☐ Fair Notice  
Application Accepted By: \_\_\_\_\_ Development Plan Expiration Date: \_\_\_\_\_

***To complete this form electronically: Open with Internet Explorer,  
then Click Here to Save and continue.***

The following information must be provided.

### Section 1: Project Information

Project Name: \_\_\_\_\_

Project Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Project Summary – describe the nature, scope, and intensity of project (**and provide letter from owner or agent**):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide either Subdivision Reference or Legal Description if not platted:

☐ Subdivision Reference

Name: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_ Outlot: \_\_\_\_\_

Plat Book: \_\_\_\_\_ Page Number: \_\_\_\_\_

Document Number: \_\_\_\_\_ Case Number: \_\_\_\_\_

☐ Legal Description:

\_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_

Grid Number(s): \_\_\_\_\_

## Section 2: Applicant/Agent Information – Principle Contact

Applicant Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Type 1:

Phone 2: \_\_\_\_\_ Type 2:  Phone 3: \_\_\_\_\_ Type 3:

## Section 3: Owner Information

☐ Same as Applicant Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Firm: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Type 1:

Phone 2: \_\_\_\_\_ Type 2:  Phone 3: \_\_\_\_\_ Type 3:

## Section 4: Property Attributes

Watershed:  Watershed Class:

County(s): \_\_\_\_\_

Land Development Jurisdiction: ☐ Full-Purpose ☐ Limited-Purpose ☐ 2-Mile ETJ ☐ 5-Mile ETJ

Acreage: \_\_\_\_\_

On a Hill Country Roadway? ☐ Yes ☐ No

Specify Hill Country Roadway: \_\_\_\_\_

In Combining District/Overlay Zone? (NCCD, CVC, WO, AO, etc.): ☐ Yes ☐ No

If Yes, please specify: \_\_\_\_\_

## Section 5: Application Assessment

Administrative Approval? ☐ Yes ☐ No  
Land Use Approval? ☐ Yes ☐ No  
Land Use Site Plan only (part A)? ☐ Yes ☐ No  
Construction Plan only (part B)? ☐ Yes ☐ No  
Consolidated Planning Commission Approval? ☐ Yes ☐ No  
Boat Dock and Shoreline Modification? ☐ Yes ☐ No

## Section 6: Site Area Information

Site Area Acres: \_\_\_\_\_ –OR– Sq. Ft.: \_\_\_\_\_  
Limits of Construction Acres: \_\_\_\_\_ –OR– Sq. Ft.: \_\_\_\_\_

Existing Zoning	Existing Use	<input type="radio"/> Tract # <input type="radio"/> Lot #	<input type="radio"/> Acres <input type="radio"/> Sq. Ft.	Proposed Use

## Section 7: Related Cases

CASE NUMBERS

Zoning Case? ☐ Yes ☐ No \_\_\_\_\_  
Restrictive Covenant? ☐ Yes ☐ No \_\_\_\_\_  
Existing Site Plan? ☐ Yes ☐ No \_\_\_\_\_  
Subdivision? ☐ Yes ☐ No \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_  
Lots and Blocks: \_\_\_\_\_

## Section 8: Submittal Verification

My signature attests to the fact that the attached application package is complete and accurate to the best of my knowledge. I understand that proper City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me/my firm/etc., may delay the proper review of this application.

Please type or print Name below Signature, and indicate Firm represented, if applicable:

---

*Signature*

---

*Month*

---

*Day*

---

*Year*

---

*Name (Typed or Printed)*

---

*Firm*

## Section 9: Inspection Authorization

As owner or authorized agent, my signature authorizes staff to visit and inspect the property for which this application is being submitted.

Please type or print Name below Signature, and indicate Firm represented, if applicable:

---

*Signature*

---

*Month*

---

*Day*

---

*Year*

---

*Name (Typed or Printed)*

---

*Firm*

## Section 10: Acknowledgment Form

I, \_\_\_\_\_ have checked for any information that may  
(Printed Name of Applicant)

affect the review of this project, including but not limited to: subdivision plat notes, deed notes, deed restrictions, restrictive covenants, zoning conditional overlays, and/or Subchapter E design standards prohibiting certain uses and/or requiring certain development restrictions (height, access, screening, etc.) on this property, located at:

\_\_\_\_\_  
(Address or Legal Description)

If a conflict should result with the request I am submitting to the City of Austin due to any of the aforementioned information, it will be my responsibility to resolve it. I also acknowledge that I understand the implications of use and/or development restrictions that are a result of the aforementioned information.

I understand that if requested I must provide copies of any and all of the aforementioned information that may apply to this property.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Month

\_\_\_\_\_  
Day

\_\_\_\_\_  
Year

## Submittal Requirements

In addition to the completed application, the following information is required:

1. **Plans (24"x36" format only):** Four (4) copies
2. **Summary Letter:** Required at submittal to demonstrate enough information regarding nature, scope, and intensity of the proposed project
3. **Full-Size Tax Maps (1"=100'):** One (1) blueline copy of each of the current tax plats, showing all properties within 500 feet of the red-lined site area (limits of construction)  
Tax maps may be obtained from:
  - Hays County: Hays County Clerk's Office, 137 N. Guadalupe St., San Marcos, phone: (512) 393-7330
  - Travis County: Travis Central Appraisal District, Walnut Creek Business Park, 8314 Cross Park Drive, Austin (Hwy 290 East and Cross Park Drive), phone: (512) 834-9138. Tax plats for Travis County may be printed online at <http://www.traviscad.org/>.
  - Williamson County: Williamson County Clerk, Justice Center Building, 405 Martin Luther King St., Georgetown, phone: (512) 943-1515

**For projects located outside of Travis County:** Submit a list of names and addresses of all property owners within a 500-foot radius of the site.

4. **Location Map:** Legible 4"x 4" map on separate 8½"x11" sheet