



Intake Submittal Checklist

Consolidated and Non-Consolidated Site Plan

The applications below are subject to this checklist. For questions, call Intake at (512) 974-1770.

- Boat dock
- Consolidated (C Plan) Site Plan
- Non-Consolidated (B and D Site Plan)
- Extensions or Revisions
- Transportation and Parking
- Utility, Streets, and Drainage

Required items – with applicable fees – due at initial submittal

- Completed application form with all appropriate signatures (Note: The owner authorization and inspection section must be signed by the owner or an agent authorization letter signed by the owner must be presented)
- Current Tax Certificates (If *exempt*, certificate still required)
- Engineering Report (Not required for utility, streets and drainage, extensions, and transportation and parking projects)
 - One (1) copy for completeness check and resubmittals
- Sealed Engineer's Summary Letter (Copy that is not in the Engineer Report)
- Completed Traffic Impact Analysis (TIA) Determination Worksheet. Worksheet must be signed by COA staff at cc submittal (Not required for boat docks, extensions, revisions and utility, streets and drainage projects)
- Project Review Form (Formerly Chapter 245 Review form, Not applicable for utility, streets and drainage, boat docks, and transportation and parking projects)
 - If B or C checked, one additional plan set and additional fee required at cc submittal
 - For Site Plan Extension – A copy of previously approved Chapter 245 form
- One (1) copy of a legible 4" x 4" Location Map on a separate 8½" x 11" sheet with red-lined site area
- City Arborist Review Form – (not required for projects in ETJ)
- Plans (24" x 36" format only)
 - Two (2) copies for initial completeness check
 - For **Revisions and Extensions**
 - One (1 redline, red stamped) copy for initial completeness check
 - One (1 blacklined) copy for initial completeness check

Items that must be provided at formal submittal

- Appropriate exhibits from application must be on flash drive w/names of files/layers
- Digital copy of drainage model. A CD or flash drive separate from the electronic submittal
- If off-site parking is requested, the site plan must show the primary use and the off-site parking, plus the property address and legal description of both sites
- If off-site parking is requested, a signed lease agreement or a letter of intent to execute such a lease agreement is required
- If shared parking is requested, a copy of the shared parking analysis is required at formal submittal

Note: An ERI or an ERI waiver will be required if development occurs on a site that:

- (1) is within the Edwards Aquifer recharge or contributing zone;
- (2) is within the Drinking Water Protection Zone;
- (3) contains a water quality transition zone;
- (4) contains a critical water quality zone;
- (5) contains a floodplain; or
- (6) has a gradient greater than 15%.

If these conditions exist and an ERI or ERI waiver is not submitted the project will be rejected during the initial stage of completeness check.