

Intake Submittal Checklist

Subdivision

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

- Subdivision preliminary
- Revised preliminary

- Plat Vacations
- Construction plans

• Final plats

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)
- □ City Arborist Review Form (not required for projects in ETJ)
- □ Plans in 24" x 36" format (for **Preliminary** and **Construction** plans only)
 - \Box One (1) copy for completeness check
 - □ For **Revised Preliminary** only One (1) redlined copy of preliminary being revised
- □ Plats (For Amended, Final, and Vacated Plats)
 - □ One (1) copy of proposed plat for completeness check
 - □ One (1) 8¹/₂" X 11" copy of plat
 - \Box One (1) copy of tax map (with redlined site area)
 - □ For Final Plat Out of a Preliminary only a copy of the preliminary plan
 - □ For vacations, copy of plat to be vacated or plat containing lots to be vacated
- □ Engineering Report (Not required for amended plats or plat vacations)
 - □ One (1) copy for completeness check and resubmittals
- Sealed Engineer's Summary Letter (Copy that is not in the Engineer Report) Plat vacations do not require engineer seal
- □ Owners Deed (Recorded)

Items due at initial submittal continues on other side

Items due at initial submittal (continued)

- □ Project Review Form (Formerly Chapter 245 Review form. Not required for plat vacations)
 - □ If B or C checked, one additional plan set and additional fees required at cc submittal
- Letter from utility provider (if not in the city) for Water, Wastewater and Electric (Not required for amended plat or revised preliminary)
- Determination Form for PC or ZAP (Not applicable for construction plans)

Subject to: PC or ZAP

- □ Two (2) copies of a legible 4" x 4" location map on a separate 8½" x 11" sheet with *red-lined* site area
- □ For Plat Vacation, copy of proposed vacation document

Items that must be provided at formal submittal

- Flash Drive Appropriate exhibits from application must be on flash drive with the names of files and layers
- Digital copy of drainage model A CD or flash drive separate from the electronic submittal
- □ For joint applications (e.g. City ETJ and Travis County) submit one (1) additional copy of all items listed above (excluding tax map) clearly labeled for Travis County

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.