



Intake Submittal Checklist

Telecommunication Tower Small Project

For questions, call Intake at (512) 974-1770.

Required items – with applicable fees – due at initial submittal

- ☐ Completed application form with all appropriate signatures
- ☐ Current Tax Certificates (If *exempt*, certificate still required)
- ☐ Engineering Report
 - ☐ One (1) copy for completeness check
- ☐ Tower Collocation Affidavit (if within City, refer to application instructions)
- ☐ Historic Zoning, Daycare, Dwelling Unit Separation Affidavit (if within city, refer to application instructions)
- ☐ Legible 4" x 4" Location Map on a separate 8½" x 11" sheet with red-lined site area
- ☐ NECS Compliance form from Austin Energy (if within AE territory)
- ☐ City Arborist Review Form – (not required for projects in ETJ)
- ☐ Plans (24" x 36" format only)
 - ☐ Two (2) copies for initial completeness check

Items that must be provided at formal submittal

- ☐ Appropriate exhibits from application must be on flash drive with names of files and layers
- ☐ Digital copy of drainage model. A CD or flash drive separate from the electronic 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.