



What is a Subdivision



OVERVIEW

The subdivision of land is required when a property owner within either the City limits or extraterritorial jurisdiction (ETJ) divides a tract of land into two or more parts for the purpose of sale, development, or extension of utilities to the property to be subdivided. Additional types of subdivisions include combining legal lots and/or portions of lots into new lots by re-subdivision, or adjusting lot lines between existing legal lots by amended plat.

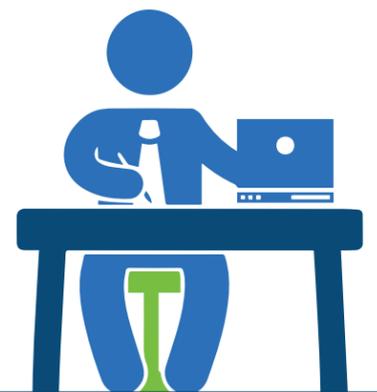
A subdivision is not zoning. If the owner wants to change the permitted land uses on a property in the City limits, the developer may have to go through the rezoning process. A subdivision is not a site plan or building permit and does not authorize the construction, demolition, or relocation of buildings or any site construction.

Development Assessment



RECOMMENDATION

A subdivision assessment can be requested by contacting the Development Assistance Center (DAC) prior to formal submittal. The assessment is based on the project information provided by the applicant and includes applicable code requirements pertaining to the site and identification of major development issues.



Completeness Check



PROCESS

A Completeness Check is a cursory review by City Staff to ensure that basic review items have been included in the application prior to formal submittal. The intent is to help the application go through the formal review process faster by addressing issues and omissions prior to the application being formally submitted to the City of Austin for review. The process must be completed within 45 days from initial submittal or the application expires.

Formal Review



PROCESS

Public notice is mailed to property owners and City utility customers within 500' of the site within 14 days of formal submittal. Review by staff takes 20 days for initial submission, and 10 additional days for each update.



Approval



PROCESS

Applications expire 1-year from initial submission for Completeness Check. Before approval, all comments from Master Comment Report must be cleared. The applicant must submit the original mylar copies before the subdivision will be approved.

Recording



PROCESS

The applicant must pay all fees before the recently approved subdivision is recorded and plats made available.

