



CITY OF AUSTIN

Development Services Department

One Texas Center | Phone: 512.978.4000

505 Barton Springs Road, Austin, Texas 78704

Subdivision Construction Plan Application

PURPOSE: This application is for obtaining a subdivision construction plan permit within the City of Austin jurisdiction (full-purpose, limited-purpose city limits, and extraterritorial jurisdiction ETJ). For the following information, please visit <http://www.austintexas.gov/page/land-use-applications#sub>: See Subdivision Construction Plan Overview and Review Procedures for general information about subdivision construction plans and review procedures; see Subdivision Construction Plan Application Instructions for instructions on completing this application and submittal requirements.

This application is a fillable PDF that can be completed electronically. To ensure your information is saved, [click here to Save](#) the form to your computer, then open your copy and continue.

The Tab key may be used to navigate to each field; Shift + Tab moves to the previous field. The Enter key activates links, e-mails, and buttons. Use the Up & Down Arrow keys to scroll through drop-down lists and check boxes, and hit Enter to make a selection.

The application must be complete and accurate prior to submittal. ***If more space is required, please complete the last section as needed***, and check the Additional Space box at the top or end of this application.

All information is required (if applicable).

For Office Use Only

Application Type: _____	Project Type: _____	Process Type: _____
2 = Preliminary	1 = Conventional	1 = Previously unplatted
3 = Revised preliminary	2 = PUD	2 = Amendment
4 = Final not requiring preliminary	3 = Small Lot	3 = Vacation/Replat
5 = Final requiring preliminary	4 = Townhouse	4 = Resubdivision
6 = Concurrent final with preliminary & construction	5 = Single-family, attached	
7 = Concurrent final with no preliminary & construction		
8 = Construction plans only		
Application Accepted By: _____		
Construction Plan Code: _____	Case Manager: _____	

Additional space was required to complete this application. I have completed the Additional Space section. (This check box is also at end of the application.)

Section 1: Project Information

Subdivision Name: _____

Subdivision Street Location:

Address: _____

—OR—

Approximate distance: _____ direction: from the intersection

of: _____ and: _____

on the: side

Section 2: Applicant/Agent Information

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: Engineer Information

Not Applicable Same as Applicant Name: _____

Firm: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____
Email: _____ Phone 1: _____ Type 1:
Phone 2: _____ Type 2: Phone 3: _____ Type 3:

Section 5: Other Professional/Trade Information

Not Applicable Same as Applicant Type:

Name: _____

Firm: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone 1: _____ Type 1:

Phone 2: _____ Type 2: Phone 3: _____ Type 3:

Section 6: Property Attributes

Watershed: Watershed Class:

In a recharge zone? Yes No

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

County: Travis Williamson Blanco Hays Burnet

School District: _____

If within a Municipal Utility District, give name: _____

Tax Parcel Number(s): _____

Electric Utility Provider: _____

Water Provider: _____

Wastewater/Sewage Disposal Provider: _____

Has there been a Development Assessment? Yes No File Number: _____

Section 7: Related Cases

FILE NUMBERS

Zoning Case? Yes No

Zoning Ordinance? Yes No

PRA/Site Plan Case? Yes No

Section 9: 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 10: 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 11: 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

For Submittal Requirements and Exhibits

Please see Subdivision Construction Plan Application Instructions at
<http://www.austintexas.gov/page/land-use-applications#sub>

