



CITY OF AUSTIN

Development Services Department

One Texas Center | Phone: 512.978.4000
505 Barton Springs Road, Austin, Texas 78704

Managed Growth Agreement Application

PURPOSE: This application is for obtaining a Managed Growth Agreement within the City of Austin jurisdiction (full-purpose, limited-purpose city limits, and extraterritorial jurisdiction ETJ). The regulatory requirements and procedures for approval are defined in Volume III, Chapter 25 of the City of Austin Land Development Code (LDC). Chapter 25 was adopted by City Council in order to protect the health, safety, and welfare of the Austin community.

General Information

What Is a Managed Growth Agreement?

Sec. 25-1-553 of the City of Austin Land Development Code (LDC) states that an applicant may request the City Council enter into a Managed Growth Agreement for planning and developing:

- Large-scale projects, or
- Projects located within a planned development center

The agreement may specify the time period during which an application may comply with original regulations and shall establish an **expiration date** necessary to complete the project if the otherwise applicable expiration date is to be extended.

Who Approves Managed Growth Agreements?

A Managed Growth Agreement must be approved by the City Council.

Managed Growth Agreement Review Procedures

The procedures for review and approval of Managed Growth Agreements are based on Volume III, Chapter 25 of the City of Austin Land Development Code. The process is summarized below:

Step I: Development Assessment (Optional)

A person may request an assessment of a proposed development **prior** to formal submittal by contacting the Development Assistance Center (DAC). The assessment is based on the information provided by the applicant at the time that an assessment is requested. An assessment of the project includes applicable code requirements pertaining to the site and identification of major development issues. A Development Assessment Application (see <http://www.austintexas.gov/page/land-use-applications#site>) can be submitted any work day with an **appointment** to the Intake Office.

Contact:

City of Austin – Development Assistance Center
505 Barton Springs Road
Austin, Texas 78704
Phone: (512) 978-4000

Step 2: Completeness Check

In order to submit a site plan or subdivision for review, an application for Completeness Check must be submitted to the **Intake** staff. No appointment is necessary. Intake reviews the application and pertinent information to determine if all required administrative items have been submitted. Intake then forwards it to the completeness check team, which determines whether the technical items needed for review have been submitted.

An application for completeness check must include:

- Managed Growth Agreement Application
- Site Plan Review - Completeness Check fee (check, cash, money order, or credit card): see <http://www.austintexas.gov/department/fees>
- 2 copies of Site Plan or Subdivision
- Summary Letter
- Tax Certificate

The completeness check review takes a maximum of 10 business days from the date of submittal. The applicant will be notified via email or fax whether the application is approved or additional information is required for submittal. When the application is approved, the plans can be formally submitted for a detailed review. If it is determined that the new application qualifies for a Managed Growth Agreement, **the fee for the MGA will also be paid at the formal submittal** along with the other required review fees. **The application must be submitted formally within 45 calendar days of the initial completeness check or it will expire and a new completeness check will be required.**

Contact:

City of Austin
Land Use Review – Intake Section
505 Barton Springs Road
Austin, Texas 78704
Phone: (512) 978-4000

Step 3: Formal Submittal Review Process

The next step is to submit the Managed Growth Agreement Application to Intake to start the review process. Electronic copies of the application are available online at <http://www.austintexas.gov/page/land-use-applications#site>.

Applications may be submitted to Intake Monday through Friday. **An appointment is necessary.** Please contact Intake at the number listed above to schedule an appointment. For submittal the applicant will need to provide additional copies of plans along with the remaining balance of the fee (which will be listed on the completeness check response).

A Case Manager with the Land Use Review Division is assigned to coordinate interdisciplinary reviews and provide guidance on code requirements and procedures. A review team is also assigned to the project. The team reviews the plans and prepares a Master Comment Report that contains specific areas of non-compliance. The initial review of the plans by the team can take up to 28 days from the date that the plans were formally submitted. The Master Comment Report can be viewed on the City of Austin website at <http://www.austintexas.gov/page/interactive-development-review-permitting-and-inspection>.

Step 4: Approval

Once the staff review has been complete, the Case Manager will notify you of the staff recommendation and schedule the case for City Council approval. A written agreement will be

prepared by the staff listing the terms of the agreement, and you will receive a copy for your review and signature prior to the Council action. The Case Manager will inform you of the date and time it is on the Council agenda. You should attend the Council meeting to present reasons why the application should be approved. If Council approves the application, you will receive a copy of the agreement once it is signed by the City.

Application Instructions

The application must be complete and accurate prior to submittal. Please refer to the descriptions below to ensure all information is entered correctly. Note that the application is a fillable PDF, and must first be SAVED TO COMPUTER to be completed.

All information is required (if applicable).

Section 1: Project Information

Project Name

Provide the name of the proposed project.

Project Street Address (or range)

Provide the street address of the project, or range of addresses for all streets abutting the property. For assistance, call: (512) 974-2797; or email: addressing@austintexas.gov.

Description of Proposed Development

Provide a summary description of the proposed project, including type of development, number of buildings, and other proposed site improvements such as parking, water quality/detention ponds, landscaping, etc.

Legal Description or Subdivision Reference

The site plan will not be released unless it has been determined the tract is a legal lot/tract. This determination will be made during the review process, and if it cannot be determined the tract is a legal lot/tract, the applicant will be requested to prove legal lot status or subdivide. If a subdivision is required, it must be recorded prior to the release of the site plan.

Legal Description such as:

- East 50 feet of Lot 1, Block A, Austin Subdivision
- One acre out of the Santiago Del Valle Grant, as recorded in Volume 1, Page 1, of Travis County Deed Records

Deed Reference

The volume, document number, and page numbers of the deed conveying the property to the present owner and the total size of the property conveyed shall be shown. This information is on your deed, or is available from your title company, through the Travis Central Appraisal District website at http://www.traviscad.org/property_search.html, or the Travis County Clerk's Office at 5501 Airport Boulevard. Williamson County information is available on the Williamson Central Appraisal District website at <http://www.wcad.org/>.

Tax Parcel Number(s)

These numbers may be found on the tax plats or tax certificates you are providing. The Intake Center or Document Sales Window can assist you with these numbers.

Development Assessment (refer to Managed Growth Agreement Review Procedures above for more information)

If you have received a Development Assessment, indicate the file number and the Intake Center will apply the credit associated with the assessment to your application fee. The assessment credit is void if not used within six months.

Section 2: Applicant/Agent Information

Provide all contact information. If an agent is designated, this is considered the “Applicant” and will be the primary contact.

Section 3: Owner Information

Provide all contact information if the owner is not the applicant. The current owner must sign the application or attach a written authorization for the agent. Be sure all signatures are legible and address information is correct.

Section 4: Engineer Information

Provide all engineer contact information, if applicable.

Section 5: Other Professional/Trade Information

Provide all professional and/or trade contact information, if applicable. Examples include general contractor, electrical contractor, landscape architect, etc.

Section 6: Site Area Information

Site Area

Indicate the gross and net site area. See Section 25-1-21(44) of the Land Development Code for a definition of Gross Site Area, and Section 25-8-62 for a definition of Net Site Area.

Number of Newly Proposed Residential Units (if applicable)

Indicate the number of living units for all multifamily projects.

Zoning Chart

Complete the chart, indicating the zoning (within the City limits), existing and proposed uses, and area of each tract. If there is only one tract, refer to it as Tract 1.

Section 7: Related Cases

Provide the file numbers which relate to applications on this property that have been filed in the past.

Section 8: Submittal Verification

Ensure all information entered in the application is complete and accurate before signing.

Section 9: Inspection Authorization

Provide permission for inspection of the property as part of the application process.

Submittal Requirements

In addition to completing the Managed Growth Agreement Application, the following information will be required to complete the process.

Summary Letter

Submit a summary letter which explains why a Managed Growth Agreement is being requested and how the project meets the criteria of the City of Austin Land Development Code, Section 25-1-553: Managed Growth Agreements. The letter should also state the proposed time period during which an application may comply with original regulations and should establish an expiration date for each application necessary to complete the project.

Additional Requirements

1. Tax Certificate

Tax certificates can be obtained from:

- Hays County: Hays County Tax Assessor Office, 102 N. LBJ Dr., San Marcos
- Travis County: Courthouse Annex, 5501 Airport Blvd., Austin
- Williamson County: Williamson County Tax Assessor/Collector Office, 904 S. Main St., Georgetown

The tax certificate should indicate that there are no taxes owed.

2. Location Map

Provide a 4" x 4" location map on a separate 8-1/2" x 11" sheet (not required on small projects).



Managed Growth Agreement Application

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, emails, 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

Development Review Type: _____
Application Accepted By: _____
Application Type: _____
Case Manager: _____

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

Section 1: Project Information

Project Name: _____

Project Street Address (or range):

Zip: _____

Description of Proposed Development:

Provide either Legal Description or Subdivision Reference:

Legal Description:

Subdivision Reference

Name: _____

Block(s): _____ Lot(s): _____ Outlot: _____

Plat Book: _____ Page Number: _____

Document Number: _____ Case Number: _____

Deed Reference of Deed Conveying Property to the Present Owner

Volume: _____ Document Number: _____

Page(s): _____ Sq. Ft.: _____ or Acres: _____

Tax Parcel Number(s): _____

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

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: Site Area Information

Gross Site Area: Acres _____ -OR- Sq. Ft. _____
Net Site Area: Acres _____ -OR- Sq. Ft. _____
Number of Newly Proposed Residential Units (if applicable): _____

<u>EXISTING ZONING</u>	<u>EXISTING USE</u>	<u>TRACT #</u>	<u>ACRES / SQ FT</u>	<u>PROPOSED USE</u>
_____	_____	_____	____ / ____	_____
_____	_____	_____	____ / ____	_____
_____	_____	_____	____ / ____	_____
_____	_____	_____	____ / ____	_____

Section 7: Related Cases

FILE NUMBERS

Zoning Case? Yes No

Restrictive Covenant? Yes No

Subdivision? Yes No

Land Status Report? Yes No

Existing Site Plan? Yes No

Section 8: 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 9: 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

