

INTAKE SUBMITTAL CHECKLIST
FINAL PLATS WITHOUT A PRELIMINARY PLAN
City Of Austin Development Services Department

505 Barton Springs Blvd. Austin, TX 78704 Ph. 974-2681, 974-7208 or 974-2350
Fax 974-2620

Departmental Use Only:

File Number: _____ Date Issued: _____

Intake Specialist: _____ Date: _____

Information Required for Submittal:

- ___ 1. Completed application form with all appropriate signatures and application fee
- ___ 2. Final plat (Refer to completeness check results for required #)
 - ___ Two (2) copies for completeness check
- ___ 3. Six (6) Blue-line copies of PUD conceptual land use plan (for finals not requiring preliminaries)
- ___ 4. Current Tax Certificate
- ___ 5. Tax plats (most current) for resubdivisions; if project is outside of Travis County provide names and addresses of all property owners within 500' of subject tract on separate sheet of 8½ x 11 paper
- ___ 6. Variance Request and Justification.
- ___ 7. Owners Deed (Certified)
- ___ 8. *Environmental Resource Inventory (If in Water Supply Watershed)
- ___ 9. *Endangered Species Survey
- ___ 10. *Letter from utility provider (if not in the city) for Water and Wastewater only
- ___ 11. *Contractual Agreement with utility provider
- ___ 12. 2 copies of Location map on 8½ x 11 paper
- ___ 13. Eng. Reports (may include DR & WQ Report)(Refer to completeness check results for required #)
 - ___ Two (2) copies for completeness check
- ___ 14. Drainage Report
- ___ 15. Water Quality Report (sometimes included in Engineer's report)
- ___ 16. 1704 Determination Form
 - ___ (If B-E is checked provide 1 extra copy of plans & additional fee required @ completeness check)
- ___ 17. Subject to: ZAP _____ or PC _____
- ___ 18. Project Description Form
- ___ 19. 8 ½ x 11 copy of plat (need at formal submittal)
- ___ 20. 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**
- ___ 21. Flashdrive @ formal submittal (Exhibit II of application must be on flashdrive w/ names of files/layers)

*If Applicable