

# INTAKE SUBMITTAL CHECKLIST OFF-SITE AND SHARED PARKING SITE PLANS

## City Of Austin Development Services Department

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Fax 974-2620

### Departmental Use Only:

File Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Intake Specialist: \_\_\_\_\_ Date: \_\_\_\_\_

### Types of applications subject to this checklist:

SP-03-0001T – Off-site and Shared Parking Site Plans – Existing Parking

### Information Required for Submittal:

- \_\_\_ 1. Completed application form with all appropriate signatures and application fee
- \_\_\_ 2. Full size tax maps (1"=100') showing properties within **500'** of the redlined site area (limits of construction **or** if project is outside of Travis County provide names and addresses of all property owners within 500' of subject tract on separate sheet.
- \_\_\_ 3. Current tax certificate
- \_\_\_ 4. Signed Submittal Verification and Inspection Authorization forms
- \_\_\_ 5. Legible 4" x 4" location map on a separate 8½" x 11" sheet
- \_\_\_ 6. Copies of site plan, 24" x 36"; larger will not be accepted. One sheet is usually sufficient. (refer to completeness check results for required #)  
\_\_\_ Two (2) copies for completeness check
- \_\_\_ 7. If the applicant indicates shared parking is requested, three (3) copies of the Shared Parking Analysis are required.
- \_\_\_ 8. If off-site parking is requested, the site plan must show the primary use and the off-site parking, plus the property address and legal description of both sites.
- \_\_\_ 9. If off-site parking is requested, a signed lease agreement or a letter of intent to execute such a lease agreement is required.
- \_\_\_ 10. Project Description Form

