



## **\*Development Services Department\***

### **Intake Submittal Process**

#### **Site & Subdivision Inspection Division**

1. **Project Submittal and Fee Payment:** Once you have an approved set of plans and are ready for construction in the Right-of-Way, email your contracts with broken out Costs & Quantities to the Intake staff for fee assessment. A Fee Summary sheet will then be created and sent to you. Once you are ready to make payment, submit the required number of plan sets and executed/signed contracts to Intake & Acceptance with Site/Sub Inspections on the 3<sup>rd</sup> floor of OTC. Submittals must include **all** required paperwork and plan sets. **All paperwork submitted must be accurate and complete. Incomplete submittals will not be accepted.** This office will no longer store plan sets or partial submittals. For submittal requirements please see the Submittal Requirement Sheet.
2. **Payment:** Payments may be made by cash, check or credit card. Make checks payable to City of Austin. If paying by credit card, card owner must be present and have photo ID. Payments cannot be taken over the phone or through escrow accounts.
3. **Review and Assignment:** Once fees are paid and all required paperwork has been submitted to Intake & Acceptance, your project will be put in line to verify proposed infrastructure improvements shown on approved plans matches submitted costs & quantities for which fees were paid and set up in our system. Assignment to a field office Supervisor will be made at this time. Once your project reaches the Inspection Supervisor, they will assign it to an Inspector. The Inspector will then make contact with the Contractor to set up the Pre Construction Meeting.

Feel free to contact Stephen Castleberry [stephen.castleberry@austintexas.gov](mailto:stephen.castleberry@austintexas.gov), Alma Molieri [alma.molieri@austintexas.gov](mailto:alma.molieri@austintexas.gov) or Camille Kalash [camille.kalash@austintexas.gov](mailto:camille.kalash@austintexas.gov) for fee assessment or questions regarding project setup.