



# Site Plan Correction Request Form

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)  
For submittal and fee information, see [austintexas.gov/digitaldevelopment](http://austintexas.gov/digitaldevelopment)

***Download document before entering information.***

**NOTE:**

Upon completion of staff review, the applicant will be informed of results by email.

An Austin Build + Connect (AB+C) account is required to submit this form.

Register at Austin Build + Connect: <http://austintexas.gov/page/austin-build-connect-abc>.

Provide all information requested on the attached **Site Plan Correction Request Form**. An incomplete request form will not be accepted. Specific or additional information regarding the correction may be attached as a memorandum or letter.

For instructions on digital submissions, please visit [Digital Development](#).

If you have any questions regarding the Site Plan Correction request process, please contact the DAC staff at 311 or (512) 974-2000 outside Austin, Monday through Friday.

Email Address: \_\_\_\_\_

Austin Build + Connect (AB+C) ID#: \_\_\_\_\_

To locate your Austin Build + Connect (AB+C) ID number, login to your account and navigate to My Profile.



# Site Plan Correction Request Form

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)  
For submittal and fee information, see [austintexas.gov/digitaldevelopment](http://austintexas.gov/digitaldevelopment)

Site Plan Case #: \_\_\_\_\_ Correction #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

- Site has a City of Austin Certificate of Occupancy.
- Site is under construction (*provide written verification from the Environmental Inspector*).
- Site is in an extraterritorial jurisdiction and has a Certificate of Compliance.

Brief/General Description of Correction:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach a detailed description of the proposed correction(s)  
in a memorandum or letter.**

I, \_\_\_\_\_, do hereby certify that I am the  
(Name)

owner  owner's agent (*to act as the owner's agent, written authorization from the owner must be provided*) of this described property, and in this capacity, submit this request for a site plan correction.

Furthermore, I certify and acknowledge that:

1. The approval of this site plan correction request does not constitute authorization to violate any provisions of the Austin City Code or other applicable requirements.
2. I will be responsible and required to seal or certify the correction being made. In addition, a copy of a letter notifying the original consultant of the documents (engineer, architect, landscape architect, or designer) of the proposed corrections shall be submitted and attached to this request.

Requester Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_