



# Site Plan Exemption Request Form

DevelopmentATX.com | Phone: 311 (or 512 974 2000 outside Austin)  
For submittal and fee information, see <https://www.austintexas.gov/siteplans#exemptions>

**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 next page. Incomplete applications will be rejected. In addition to this application, a drawing of the proposed work will be required. Specific or additional information regarding the Site Plan Exemption may be attached as a memorandum or letter.

For detailed preparation and submittal instructions, please visit <https://www.austintexas.gov/siteplans#exemptions>

If you have further questions regarding the Site Plan Exemption request process, please contact Land Development Information staff at 311 or (512) 974-2000 outside Austin, Monday through Friday.

In addition to this application, additional reviews or approvals may be needed. This may include, but is not limited to:

- **Tenant Notification:** If 5 or more residential units are to be closed or demolished, tenant notification may be required, and a certified form may be required with your application per LDC 25-1-712. For more information, please visit <https://www.austintexas.gov/page/tenant-notification-and-relocation-ordinance>
- **Industrial Waste:** Industrial Waste approval is required for any restaurant use, fermented beverage producers, business with industrial or manufacturing components or automotive facility with an industrial carwash or auto shop. For more information please visit <https://www.austintexas.gov/department/industrial-waste-plan-review-pretreatment-plan-review>

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

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

Payor 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.



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Site Address: \_\_\_\_\_  
(If the site does not have an address, provide a legal description)

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

Zoning: \_\_\_\_\_ Flood Plain?  Yes  No

Watershed Type:  Urban  Suburban  Water Supply  Barton Springs Zone

Existing Land Use(s): \_\_\_\_\_

Proposed Land Use(s): \_\_\_\_\_

Brief/General Description of the Development being sought: \_\_\_\_\_

Drawing & Memorandum: Attach a detailed drawing of the proposed development when submitting this application online. A letter accompanying the drawing is optional. Use the list below as a guide of what to include in your submittal. Additional items may be requested in order to make a determination.

- existing trees
- buildings
- parking areas including striping
- roadways/streets
- accessible parking & access routes
- erosion controls (i.e.: silt fencing, tree protection)
- limits and type of construction
- location of construction
- on-site sewage (septic) system
- Location of existing and proposed private & public gas, water and wastewater lines, water meters and wastewater cleanouts.
- all areas of impervious cover (existing & proposed)

I, \_\_\_\_\_, do hereby certify that I am the  
(Applicant 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 exemption from the site plan submittal requirements pursuant to Chapter 25-5-2 of the City of Austin Land Development Code.

Furthermore, I certify and acknowledge that:

1. Although the proposed development does not require a formal site plan approval, it may require, prior to beginning any site work, the approval of the subdivision or issuance of a building, remodel, and/or demolition permit;
2. Although the proposed development complies with all applicable zoning regulations, it does not prohibit enforcement of restrictive covenants and/or deed restrictions;
3. The approval of this exemption request does not constitute authorization to violate any provisions of the Austin City Code or other applicable requirements, which includes the use or occupancy of the improvement.
4. The approval notice with paid receipt shall be clearly posted on site and protected from the elements at all times.

\_\_\_\_\_  
(Signature of Requester) Date: \_\_\_\_\_ Phone: \_\_\_\_\_