



# Consolidated Site Plan Completeness Check Submittal Checklist

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

This submittal checklist includes the minimum submittal and plan set requirements for a Consolidated Site Plan Completeness Check Application. Please review this checklist to ensure your submittal contains all of the minimum required items.

To view all requirements that are needed within a plan set for a Consolidated Site Plan, visit the Site Plan Requirements webpage at <https://www.austintexas.gov/page/site-plan-requirements>.

## Required Completeness Check Submittal Items

- Completed Consolidated Site Plan Completeness Check Application with all appropriate signatures (Note: The owner authorization and inspection section must be signed by the owner or an agent authorization letter signed by the owner must be presented.)
  - Current Tax Certificates (If exempt, certificate still required)
  - Engineer's Report bound with signature, seal and date
  - Engineer's Summary Letter with overall site plan application summary with signature, seal and date
  - Completed and signed Traffic Impact Analysis (TIA) Determination Worksheet and, if required, a TIA (report and technical addendum). <https://atd.knack.com/development-services#customer-portal/services/traffic-impact-analysis-determination/>
  - Project Review Form (Formerly Chapter 245 Review form. If check box C is checked, the form must be approved for Vested Rights Review prior to submittal)
    - For Site Plan Extension – verification by Vested Rights Review is required for a previously approved Project Review Form
  - Legible location map as a separate PDF with red-marked site area
  - One set of plans including cover sheet with signature and seal and the following items:
    - Legal description demonstrating recorded subdivision or Land Status Report (if applicable)
    - Limits of construction and property boundaries with bearings and dimensions
    - All existing utilities and crossovers clearly identified
    - All existing easements and setbacks clearly identified
    - All sheets sealed by an active licensed State of Texas professional engineer (PE) with engineering firm registration number included
- For Extensions**
- One previously approved set of plans
- For Revisions**
- One previously approved unmarked set of plans
  - One proposed set of plans with changes in red
- If S.M.A.R.T. Housing fees and review times are being requested, submit the S.M.A.R.T. Housing certification letter
  - If Density Bonus (DB) 90 are being pursued, submit the Certification Letter

**IMPORTANT - The following pages contain additional requirements based on each Review Discipline:**

## Minimum Requirements by Review Discipline

The following requirements are listed for the review disciplines associated with Completeness Check Review. They include the minimum requirements to be shown within the plan set and additional documents that are needed for initial submittal. Please review each item to ensure your submittal contains all the minimum requirements.

To view all requirements that are needed within a plan set for a Consolidated Site Plan, visit the Site Plan Requirements webpage at <https://www.austintexas.gov/page/site-plan-requirements>.

### Addressing Review

Visit the Address Management Services Webpage at <https://www.austintexas.gov/911addressing> and refer to the "Guides and Instructions" for additional details.

#### Submit the following within the plan set:

- Address layout page with "Addressing Plan" as page title and listed in Sheet Index
- Building unit number layout page for each unique floor plan and listed in Sheet Index
- Unit layout table detailing each unit number location per floor
- Main front entrance, building doors, entries and access points; driveway access points, handicap parking, garages, sidewalk access, breezeways and skywalks with specific floor access points clearly labeled
- All construction address locations needing permit or electricity identified, including main switch/main circuit breaker, floors, elevators, car ports, fire pump, fire walls, generator, house panels, etc. (Refer to the Building / Unit Identifier List for the appropriate identifier at [https://www.austintexas.gov/sites/default/files/files/CTM/CTM\\_Address\\_Management\\_Services\\_2024-03-04\\_Building\\_Unit\\_Types.pdf](https://www.austintexas.gov/sites/default/files/files/CTM/CTM_Address_Management_Services_2024-03-04_Building_Unit_Types.pdf))

### Austin Energy Review

Visit the Site Plan Requirements Webpage at <https://www.austintexas.gov/page/site-plan-requirements> for detailed information of requirements.

#### Submit the following within the plan set:

- Standard Austin Energy notes
- Show existing electric and proposed facilities

### Austin Water Utility Review

Visit the AW Pipeline Engineering at <https://www.austintexas.gov/page/pipeline-engineering> for additional details and information.

#### Submit the following items:

- Current version of the Austin Water General Information and Construction Notes for Commercial Sites and Subdivision Plans sheet with all projects specific information completed, including fire flow requirement and other project demands
- Engineer's Report must include required information in accordance with 30 Texas Administrative Code (TAC) § 217, if force mains or lift stations are proposed

#### Submit the following within the plan set:

- Service Extension Request (SER) design or referenced to a separate submittal under concurrent review (if applicable)
- Austin Water project ID# and/or Geographic Information System (GIS) ID#s and location, size and material of all existing water, reclaimed water and wastewater mains, lines, services and appurtenances clearly identified

- Project name, case number, design engineer name and SER number for connections to proposed water, reclaimed water and wastewater mains or facilities to be constructed by others clearly noted (if applicable)
- Profile view for all public water, reclaimed water and wastewater mains per Utilities Criteria Manual (UCM) 2.5.1.E.3. If three or more plan and profile sheets are provided, include an overall location map and key maps on each plan sheet

## City Arborist Review

### Submit the following within the plan set:

- Tree survey for all trees 8" diameter and larger within or have Critical Root Zones touching the Limits of Construction that is certified by a surveying professional
- Tree protection plan per Land Development Code (LDC) 25-8-604

## Environmental Review

### Submit the following items:

- Environmental Resource Inventory per LDC 25-8-121 if any of the following conditions exist:
  - Within the Edwards Aquifer Recharge Zone
  - Containing a Critical Water Quality Zone (CWQZ)
  - With a gradient of more than 15%
  - Containing or within 150 feet of a potential or verified wetland feature

### Submit the following within the plan set:

- Erosion and sedimentation control plan per LDC 25-8-181
- Environmental Criteria Manual (ECM) Appendix Q1/Q2 tables per LDC 25-8-62, 25-8-63
- Landscape plans, ECM Appendix C table, notes and details
- Watershed classification and standard notes
- Critical Environmental Features and buffers identified per LDC 25-8-281
- CWQZ/ Water Quality Transition Zone and 100-year floodplains delineated per LDC 25-8-92, 25-8-93

## Floodplain Review

### Submit the following items:

- Drainage Criteria Manual (DCM)-compliant Floodplain Study in a signed and sealed report, if the topographic lines indicate a drainage area greater than 64 acres

### Submit the following within the plan set:

- Floodplain note on the cover sheet with correct Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map Panel number and revision letter (suffix), and correct effective date
- Lowest Finished Floor Elevation shown on all proposed structures in relation to Mean Sea Level (regardless of whether or not proposed structure is in the floodplain) per LDC 25-12-53 section D.1
- Clearly delineated FEMA 100-year floodplain, if FEMA floodplain is located on the site
- Clearly delineated, fully developed floodplain (25-year and 100-year) on the site based on City of Austin study or Engineer's Floodplain Study for drainage area greater than 64 acres
- Drainage easements to contain 100-year floodplain (either existing or to be dedicated)
- For parking areas in the fully developed 100-year floodplain, show average depth of water is less than eight inches and the greatest depth no more than twelve inches per LDC 25-7-95
- Show any and all development in fully developed floodplain (both 25-year and 100-year), meet Chapter 25-7 floodplain requirements, or meet exception requirements

## Regional Stormwater Management Program (RSMP), if participation is requested

Visit the Regional Stormwater Management Program (RSMP) webpage at <https://www.austintexas.gov/department/regional-stormwater-management-program> for additional information.

- Regional Stormwater Management Program (RSMP) Feasibility Determination using the RSMP Feasibility Viewer at <https://maps.austintexas.gov/RSMP/> or by sending RSMP Feasibility Determination Request Form (available on the RSMP webpage) to [RSMP@austintexas.gov](mailto:RSMP@austintexas.gov) (if RSMP Feasibility Viewer does not work for project)
- Completed Regional Stormwater Management Program (RSMP) Feasibility Meeting to participate in RSMP (if participation is proposed)

### Submit the following items to RSMP:

- Completed RSMP Application Form (available on the RSMP webpage)
- Request RSMP participation in Engineer's Summary Letter and Report:
  - Include RSMP section and explain how the project complies with the participation requirements per DCM 1.2.2.G.1-4, DCM 8, or a Prior RSMP Agreement
  - Provide summary table with existing and proposed flows for the 2-year, 10-year, 25-year and 100-year events with any differences in drainage patterns explained
- Appraisal information PDF from the appraisal district website or a certified appraisal
- Documentation of Area Claimed as Allowable Exclusion from the RSMP Payment Calculation (floodplain, water quality, or conservation easements)
- Smart Housing Only: Smart Housing Certification Letter
- DCM 8 Only: Modeling Files, Drainage Analyses, and No Adverse Impact Analyses (zipped together)
- Prior RSMP Only: Prior RSMP case number(s), RSMP Approval Letter(s), RSMP Conditional Approval Letter(s) and Executed RSMP Agreement(s)
- RSMP Participation by the Construction of Drainage Infrastructure Improvements Only:
  - Modeling Files (zipped)
  - Engineering Cost Estimate including only the RSMP – approved improvements

### Submit the following within the plan set:

- Existing and Proposed Drainage Area Maps including existing and proposed points of analysis, contours, spot elevations, and flow arrows.
  - DCM 1.2.2.G cases: Documentation proving proposed impervious cover doesn't exceed the maximum allowed and the proposed conditions direct the site's flows to right-of-way, drainage infrastructure, a drainage easement, or creek
- Existing and Proposed Grading Plans (if applicable)
- For RSMP Participation by the Construction of Drainage Infrastructure Improvements Only:
  - Plan & Profile Sheets detailing the proposed improvements

## Right-of-Way Review

### Please note:

- All utility plans are required to meet the Utilities Criteria Manual (UCM) and Drainage Criteria Manual (DCM)
- Plans are required to be submitted to the Austin Utility Location and Coordination Committee (AULCC) when excavations exceed 25 LF in DAPCZ, or 300 LF outside DAPCZ. Additional intake fees may apply for AULCC. Plans requiring a license agreement and/or a site development requiring a tower crane should be submitted to AULCC. Please review the process and requirements for plan submittal at <https://www.austintexas.gov/page/austin-utility-location-and-coordination-committee>

## Site Plan Review

### Submit the following within the plan set:

- Data table with the following:
  - Proposed and allowed floor area ratio
  - Impervious cover percentage and square footage
  - Building coverage percentage and square footage
  - Unit count
  - Building height feet and stories
  - Gross floor area per building and overall total
  - Open space percentage and square footage (if applicable)
- Great Streets Boundaries or University Neighborhood Overlay Boundaries indicated on site plan sheet (if applicable)
- If the site plan includes demolition or relocation of existing building(s) over 45 years old, provide one photograph showing the front and side façades for each building to be demolished or removed.

## Transportation Review

### Submit the following items:

- Completed and signed Traffic Impact Analysis (TIA) determination form and a TIA (report and technical addendum), if required at <https://atd.knack.com/development-services#customer-portal/services/traffic-impact-analysis-determination/>

### Submit the following within the plan set:

- Driveway spacing
  - Driveway dimensions
  - Adjacent driveways within 300 feet
  - Offsets from opposing driveways (undivided streets only)
- Parking table
  - Proposed use and square feet
  - Provided parking spaces
- Vehicle and bike parking
  - Width, depth and angle of stalls
  - Aisle width
- American Disability Act-accessible routes, ramps, and parking spaces
- Existing right-of-way width
- All existing and proposed behind the curb improvements
- Grading Plan included both existing and proposed grade lines
- Boundary lines with bearings and dimensions
- Dimensions for all new and modified improvements in the right of way
- Horizontal (plan) and vertical (profile) and target speed for any roadway construction
- Signage and striping plan for any work in the right of way
- Retaining walls: Top and bottom wall elevations, sealed structural drawings for any over 2'.
- Location of dumpsters or garbage carts
- Identify proposed work adjacent to or encroaching into the City of Austin Right of Way, including aerial encroachments.

## Water Quality and Drainage Engineering Review

Visit the Site Plan Requirements Webpage at <https://www.austintexas.gov/page/site-plan-requirements> for detailed information of requirements.

### Submit the following items:

- Bound Drainage Report and Study with signature, seal and date that includes a discussion of compliance with LDC 25-7-61, LDC 25-8-211, DCM 1.2.2, ECM 1.6.8 (if applicable) and water quality control requirements. The report should include supporting details, specifications, and calculations.

### Submit the following within the plan set:

- Existing and proposed drainage area maps that include fully developed offsite flows with existing and proposed contours and flow arrows
- Clearly defined points of discharge from the site demonstrating compliance with LDC 25-7-61 and DCM 1.2.2
- Detention and water quality pond design and calculations with electronic copies of hydrologic and hydraulic models utilized

DRAFT