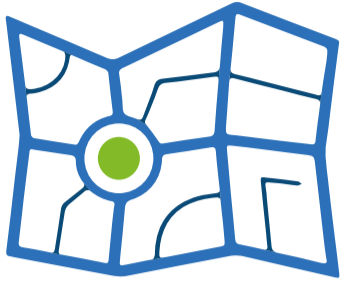




What is a Site Plan?



A site plan is a detailed drawing of proposed improvements and construction on a lot. It depicts location of buildings, landscaping, parking lots, driveways, detention ponds, utility improvements, etc. Site Plans are reviewed for compliance with Austin's Land Development Code (LDC). Review requirements include zoning, design standards, drainage and floodplain, water quality, transportation, environmental review, erosion control, and mitigation and/or protection of heritage trees. Reviews are coordinated with other city departments such as Austin Energy, Austin Water Utility, Fire Department, Public Works, Watershed Protection, and Transportation. Site Plans are approved administratively, except those with conditional uses and/or on a Hill Country Roadway, which are approved by the Land Use Commission. A site plan is required unless it meets exemption criteria in Section 25-5-2. Visit the Development Assistance Center to determine if a site plan is required

Completeness check

1

PROCESS

Completeness Check is a basic review to address issues and omissions to ensure the application is complete, and provides the applicant an opportunity to make necessary corrections prior to formal submittal of the application. The review by city staff takes 10-days, but the process must be completed 45 days from the initial submittal or the application will expire. If the site plan expires, a new site plan must be submitted.

2

Formal Review

PROCESS

During the formal review process, a Master Comment report is generated. The Master Comment Report includes staff comments and site plan issues that must be resolved by the applicant by submitting an updated site plan. Staff has 20 business days to review after initial formal submittal and 10 business days for each update. All updates must be completed before the application expires. A site plan application will expire 1-year from initial submittal for completeness Check.

Notification

3

PROCESS

Notification of the site plan application is mailed within 14-days of formal submittal to interested parties. Interested parties will receive a copy of the Master Comment Report and notification if and when the site plan is approved. Land Use Commission site plans require notification of public hearings. Land Use Commission action is appealable to the City Council.

4

Approval

PROCESS

All comments from the Master Comment Report must be cleared before the site plan can be approved.

Release & Permitting

5

PROCESS

The applicant must pay all fees, and submit original mylar copies before the site plan is released and permits will be available.

