



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

This application is for site plan approval within the City of Austin's full-purpose, limited-purpose, and extraterritorial (ETJ) jurisdictions.

This application must be complete and accurate prior to submittal. All information is required unless otherwise specified.

## Section 1: Project Information

Completeness Check Application Case No.: \_\_\_\_\_

Project Name:

\_\_\_\_\_

Project Street Address (or range):

*Provide the street address of the project, or range of addresses for all streets abutting the property. Visit Address Management Services webpage at <https://www.austintexas.gov/departments/address-management-services> for assistance.*

Zip: \_\_\_\_\_

## Section 2: Applicant/Agent Information

*Provide all contact information. If an Agent is designated, this person or party is considered the "Applicant" and will be the primary contact.*

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

Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

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

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

### Section 3: Owner Information

If the property's current Owner is not the Applicant, provide the Owner's contact information in this section. The owner must sign the application or attach a written authorization for the agent to sign.

Same as Applicant      Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Owner Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

### Section 4: Engineer Information

Provide all engineer contact information, if applicable.

Not Applicable       Same as Applicant      Name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

### Section 5: Site Area Information

Gross Site Area: Acres \_\_\_\_\_ -OR- Sq. Ft. \_\_\_\_\_

*Indicate the gross site area. See Section 25-1-21(44) of the Land Development Code for a definition of Gross Site Area.*

Net Site Area: Acres \_\_\_\_\_ -OR- Sq. Ft. \_\_\_\_\_

*Indicate the net site area. See Section 25-8-62 of the Land Development Code for a definition of Net Site Area.*

Is Demolition proposed? \_\_\_\_\_ If Yes, how many residential units will be demolished? \_\_\_\_\_

Number of these residential units currently occupied: \_\_\_\_\_ (If 5 or more, tenant notification may be required and a certified form may be required with your application per LDC 25-1-712.)

Number of Newly Proposed Residential Units (if applicable): \_\_\_\_\_

*Indicate the number of living units for all multifamily projects.*

EXISTING ZONING    EXISTING USE                      TRACT #    ACRES / SQ FT    PROPOSED USE

Complete the chart, indicating the zoning (within the City limits), existing and proposed uses, and area of each tract. If there is only one tract, refer to it as Tract 1.

_____	_____	_____	_____ / _____	_____
_____	_____	_____	_____ / _____	_____
_____	_____	_____	_____ / _____	_____
_____	_____	_____	_____ / _____	_____

Existing Impervious Cover (%): \_\_\_\_\_ Proposed Impervious Cover (%): \_\_\_\_\_

Indicate the existing and proposed percent of impervious cover. Impervious cover is anything that prevents water from percolating into the ground, such as buildings, drives, concrete pads or walkways, compacted surfaces for driving, etc.

Are any underground storage tanks existing or proposed?  Yes  No

If underground storage tanks are existing or proposed, additional review will be required.

**Section 6: City Arborist Review**

Has there been an onsite consultation with a City Arborist?  Yes  No

Will you be requesting a tree variance?  Yes  No

(If yes, please include all consultation correspondence and supporting documentation.)

Consultation – Tree Permit Number: \_\_\_\_\_

A tree survey is required for applications in the full and limited purpose jurisdiction, and extra territorial jurisdiction (ETJ) that are within a PUD, PDA, or City Project.

For commercial site-plan, count trees within and adjacent to the limits of construction:

- Total number of trees with a diameter of 8 in. or greater: \_\_\_\_\_

**Section 7: Submittal Verification**

My signature attests to the fact that the attached application package is complete and accurate to the best of my knowledge. I understand that proper City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me/my firm/etc., may delay the proper review of this application.

Please type your name on the Name & Signature line below, and indicate Firm represented by authorized Agent, if applicable.

\_\_\_\_\_  
Name & Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Firm

## Section 8: Inspection Authorization

As owner or authorized agent, my signature authorizes staff to visit and inspect the property for which this application is being submitted.

Please type your name on the Name & Signature line below, and indicate Firm represented by authorized Agent, if applicable.

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Name & Signature

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Date

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Firm

## Section 9: Acknowledgement Form

I, \_\_\_\_\_ have checked for any information that may affect the review  
(Printed Name of Applicant)  
of this project, including but not limited to: subdivision plat notes, deed notes, deed restrictions, restrictive covenants, zoning and conditional overlays, and/or Subchapter E design standards prohibiting certain uses and/or requiring certain development restrictions (height, access, screening, etc.) on this property, located at:

(Address or Legal Description):

If a conflict should result with the request I am submitting to the City of Austin due to any of the aforementioned information, it will be my responsibility to resolve it. I also acknowledge that I understand the implications of use and/or development restrictions that are a result of the aforementioned information.

Review of this application by city staff is dependent upon the accuracy of the information provided. Any inaccuracies in the above statements may result in my application not receiving required approval (Administrative or Land Use Commission). I understand any omittance of required information may ultimately result in the denial of my application.

I understand that if requested I must provide copies of any and all of the aforementioned information that may apply to this property.

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Applicant's Name & Signature

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Date