



# Land Use Commission Site Plan Application

## Non-Consolidated Land Use Element (A Plan)

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

**PURPOSE:** This application is for review of a Land Use Commission non-consolidated project. For the following information, please visit <http://www.austintexas.gov/page/land-use-applications#site>: See Land Use Commission Site Plan Overview and Review Procedures for site plan general information and review procedures; see Land Use Commission Site Plan Application Instructions for instructions on completing this application and submittal requirements.

This application is a fillable PDF that can be completed electronically. To ensure your information is saved, [click here to Save](#) the form to your computer, then open your copy and continue.

The Tab key may be used to navigate to each field; Shift + Tab moves to the previous field. The Enter key activates links, emails, and buttons. Use the Up & Down Arrow keys to scroll through drop-down lists and check boxes, and hit Enter to make a selection.

The application must be complete and accurate prior to submittal. ***If more space is required, please complete the last section as needed***, and check the Additional Space box at the top or end of this application.

All information is required (if applicable).

### For Office Use Only

|                                |
|--------------------------------|
| Development Review Type: _____ |
| Application Accepted By: _____ |
| Application Type: _____        |
| Case Manager: _____            |

Additional space was required to complete this application. I have completed the Additional Space section. (This check box is also at end of the application.)

### Section 1: Project Information

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

Project Street Address (or range):

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

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

Description of Proposed Development:

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

Provide either Legal Description or Subdivision Reference:

Legal Description:

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

Subdivision Reference

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

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

Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_ Outlot: \_\_\_\_\_

Plat Book: \_\_\_\_\_ Page Number: \_\_\_\_\_

Document Number: \_\_\_\_\_ Case Number: \_\_\_\_\_

Deed Reference of Deed Conveying Property to the Present Owner

Volume: \_\_\_\_\_ Document Number: \_\_\_\_\_

Page(s): \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_ or Acres: \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_

**Section 2: Applicant/Agent Information**

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

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

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

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

Email: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Type 1:

Phone 2: \_\_\_\_\_ Type 2:  Phone 3: \_\_\_\_\_ Type 3:

### Section 3: Owner Information

Same as Applicant      Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Type 1:

Phone 2: \_\_\_\_\_ Type 2:  Phone 3: \_\_\_\_\_ Type 3:

### Section 4: Engineer Information

Not Applicable       Same as Applicant      Name: \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Type 1:

Phone 2: \_\_\_\_\_ Type 2:  Phone 3: \_\_\_\_\_ Type 3:

### Section 5: Other Professional/Trade Information

Not Applicable       Same as Applicant      Type:

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

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

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

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

Email: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Type 1:

Phone 2: \_\_\_\_\_ Type 2:  Phone 3: \_\_\_\_\_ Type 3:

### Section 6: Property Attributes

Is this a S.M.A.R.T. Housing Project?    Yes    No      (If Yes, submit a copy of the  
Pre-Certification letter from Neighborhood Housing and Community Development.)

Smart Growth Zone      -OR-       Drinking Water Protection Zone

Watershed:       Watershed Class:

In City of Austin Edwards Aquifer Recharge Zone?    Yes    No

Land Development Jurisdiction:    Full-Purpose    Limited-Purpose    2-Mile ETJ    5-Mile ETJ

Is your project subject to all current watershed protection regulations?  Yes  No

School District: \_\_\_\_\_

On a Hill Country Roadway?  Yes  No

Specify Hill Country Roadway: \_\_\_\_\_

Principal Street Type (Full-Purpose):  Core Transit Corridor  Urban Roadway

Internal Circulation Route  Suburban Roadway  Hill Country Roadway  Highway

In a Neighborhood Plan?  Yes  No

If Yes, name of Neighborhood Plan: \_\_\_\_\_

In a Transit-Oriented Development (TOD) District, the North Burnet/Gateway (NBG), the East Riverside Corridor (ERC), or Other?  Yes  No

If Yes, name of TOD, NBG, ERC, or Other: \_\_\_\_\_

Is a Vertical Mixed Use building proposed?  Yes  No

(See Land Use Commission Site Plan Application Instructions for pre-submittal requirements.)

Electric Utility Provider: \_\_\_\_\_

Water Provider: \_\_\_\_\_

Wastewater Disposal Provider: \_\_\_\_\_

## Section 7: Application Assessment

Large Retail Use, as defined in Sec. 25-2-813?  Yes  No

Is a Traffic Impact Analysis (TIA) required?  Yes  No (See Section 12: TIA Determination Worksheet.)

Is this use Conditional within the site's zoning district?  Yes  No

Has there been a Development Assessment?  Yes  No File Number: \_\_\_\_\_

Small Project?  Yes  No

If residential, are there other Tax Credits or State/Federal funding?  Yes  No

Will all parking be located on site?  Yes  No (If No, an Off-Site/Shared Parking Application and fees are required.)

Shared parking?  Yes  No (If Yes, an Off-Site/Shared Parking Application and fees are required.)

## Section 8: Site Area Information

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

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

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): \_\_\_\_\_

| <u>EXISTING ZONING</u> | <u>EXISTING USE</u> | <u>TRACT #</u> | <u>ACRES / SQ FT</u> | <u>PROPOSED USE</u> |
|------------------------|---------------------|----------------|----------------------|---------------------|
| _____                  | _____               | _____          | ____ / _____         | _____               |
| _____                  | _____               | _____          | ____ / _____         | _____               |
| _____                  | _____               | _____          | ____ / _____         | _____               |
| _____                  | _____               | _____          | ____ / _____         | _____               |

Are any underground storage tanks existing or proposed?  Yes  No

**Section 9: Related Cases**

FILE NUMBERS

Zoning Case?  Yes  No \_\_\_\_\_  
 Restrictive Covenant?  Yes  No \_\_\_\_\_  
 Subdivision?  Yes  No \_\_\_\_\_  
 Land Status Report?  Yes  No \_\_\_\_\_  
 Existing Site Plan?  Yes  No \_\_\_\_\_

**Section 10: Land Use Site Plan Data - as applicable**

Subject to Compatibility Standards?  Yes  No  
 In Combining District/Overlay Zone? (NCCD, CVC, WO, AO, etc.):  Yes  No  
 If Yes, please specify: \_\_\_\_\_  
 Requires a Green Building Program Rating?  Yes  No (If Yes, attach Letter of Intent.)

**Section 11: Waiver / Variance / Etc. - as applicable**

- Compatibility Standards Waiver - Section(s): \_\_\_\_\_
- Driveway Spacing - Section(s): \_\_\_\_\_
- Hill Country - Section(s): \_\_\_\_\_
- Waterfront Overlay District - Section(s): \_\_\_\_\_
- Environmental - Section(s): \_\_\_\_\_
- Shared Parking Analysis  Off-Site or Remote Parking
- Detention Pond Waiver  Alternative Landscape Compliance

## Section 12: Traffic Impact Analysis (TIA) Determination Worksheet

Applicant must complete this worksheet.

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

Location: \_\_\_\_\_

Applicant: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Application Status:  Development Assessment  Zoning  Site Plan

**EXISTING:**

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| Tract Number | Tract Acres | Bldg. Sq. Ft. | Zoning | Land Use | I.T.E. Code | Trip Rate | Trips Per Day |
|--------------|-------------|---------------|--------|----------|-------------|-----------|---------------|
|              |             |               |        |          |             |           |               |
|              |             |               |        |          |             |           |               |
|              |             |               |        |          |             |           |               |
|              |             |               |        |          |             |           |               |

**PROPOSED:**

**FOR OFFICE USE ONLY**

| Tract Number | Tract Acres | Bldg. Sq. Ft. | Zoning | Land Use | I.T.E. Code | Trip Rate | Trips Per Day |
|--------------|-------------|---------------|--------|----------|-------------|-----------|---------------|
|              |             |               |        |          |             |           |               |
|              |             |               |        |          |             |           |               |
|              |             |               |        |          |             |           |               |
|              |             |               |        |          |             |           |               |

**ABUTTING ROADWAYS:**

**FOR OFFICE USE ONLY**

| Street Name | Proposed Access? | Pavement Width | Classification |
|-------------|------------------|----------------|----------------|
|             |                  |                |                |
|             |                  |                |                |
|             |                  |                |                |
|             |                  |                |                |

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A traffic impact analysis is required. The consultant preparing the study must meet with a Transportation planner to discuss the scope and requirements of the study before beginning the study.

A traffic impact analysis is NOT required. The traffic generated by the proposal does not exceed the thresholds established in the City of Austin Land Development Code.

The traffic impact analysis has been waived for the following reason:  
 \_\_\_\_\_  
 \_\_\_\_\_

A neighborhood traffic analysis will be performed by the City for this project. The applicant may have to collect existing traffic counts. See a Transportation planner for information.

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution:  File  Cap. Metro  TxDOT  DSD  Travis Co.  ATD Total Copies: \_\_\_\_\_

*NOTE: A TIA Determination must be made prior to submittal of any Zoning or Site Plan application, therefore, this completed and reviewed worksheet MUST ACCOMPANY any subsequent application for the IDENTICAL project. CHANGES to the proposed project will REQUIRE a new TIA Determination.*

## Section 13: 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 or print Name below Signature, and indicate Firm represented, if applicable:

\_\_\_\_\_  
Signature Month Day Year

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Firm

## Section 14: 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 or print Name below Signature, and indicate Firm represented, if applicable:

\_\_\_\_\_  
Signature Month Day Year

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Firm

## Section 15: Acknowledgment Form

I, \_\_\_\_\_ have checked for any information that may  
(Printed Name of Applicant)

affect the review of this project, including but not limited to: subdivision plat notes, deed notes, deed restrictions, restrictive covenants, zoning 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):

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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.

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Month

\_\_\_\_\_  
Day

\_\_\_\_\_  
Year

### For Submittal Requirements and Exhibits

Please see Land Use Commission Site Plan Application Instructions at  
<http://www.austintexas.gov/page/land-use-applications#site>







# City Arborist Review Addendum for Commercial Subdivision and Site Plan Submittals

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

## For Office Use Only

File Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_  
Application Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 1: Project Information

Application type:       Single Family Subdivision       Commercial Subdivision/Site Plan  
Project Name: \_\_\_\_\_  
Project Street Address: \_\_\_\_\_

## Section 2: City Arborist Review

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

*(If yes, please include all consultation correspondence and documents.)*

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

### For single-family subdivision applications in the full- and limited-purpose jurisdictions:

- Number of trees with a diameter of 19 in. or greater located within the LOC: \_\_\_\_\_
- Number of trees with a diameter of 19 in. or greater located immediately adjacent to the LOC: \_\_\_\_\_
- Total number of trees with a diameter of 19 in. or greater: \_\_\_\_\_

### For commercial subdivision and site-plan applications in the full- and limited-purpose jurisdictions:

- Number of trees with a diameter of 8 in. or greater located within the LOC: \_\_\_\_\_
- Number of trees with a diameter of 8 in. or greater located immediately adjacent to the LOC: \_\_\_\_\_
- Total number of trees with a diameter of 8 in. or greater: \_\_\_\_\_