



# Small Project - Retaining Wall Application

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 obtaining a construction site plan for construction or reconstruction of a retaining wall less than 100 feet in length and eight feet in height within the City of Austin jurisdiction (full-purpose and limited-purpose city limits, and extraterritorial jurisdiction ETJ). Backfill for a small project cannot be more than two feet in depth, unless in this case it occurs for no more than four feet measured horizontally behind the wall. No more than four feet of cut is allowed in front of the wall.

For general information, submittal requirements, and application instructions, please see Small Project – Retaining Wall Overview and Application Instructions at <http://www.austintexas.gov/page/land-use-applications#site>.

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 (note that Internet Explorer supports the “Save” button), 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. All information is required (if applicable).

## For Office Use Only

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

## Section 1: Project Information

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

Project Location Description:

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

—OR—

Approximate distance: \_\_\_\_\_ direction:  from the intersection

of: \_\_\_\_\_ and: \_\_\_\_\_

on the:  side

Watershed:  Watershed Class:

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

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

## 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: 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 7: 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 8: 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 Small Project – Retaining Wall Overview and Application Instructions at  
<http://www.austintexas.gov/page/land-use-applications#site>



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

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## 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: \_\_\_\_\_