



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

## Streets and Drainage Site Plan Application

**PURPOSE:** This application is for obtaining a site plan permit for Streets and Drainage Projects including Capital Improvement Projects (CIP). For the following information, please visit <http://www.austintexas.gov/page/land-use-applications#site>: See Streets and Drainage Site Plan Overview and Review Procedures for site plan general information and review procedures; see Streets and Drainage 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 (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. ***If more space is required, please complete the last section as needed***, and check the Additional Space box at the top of that section.

All information is required (if applicable).

### For Office Use Only

Development Review Type: \_\_\_\_\_

Application Accepted By: \_\_\_\_\_

Case Manager: \_\_\_\_\_

**NOTE:** *If this box is checked, then additional space was required to complete this application, and the applicant has completed the Additional Space section at the end.*

### Section 1: Project Information

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

Project Street Address (or range):

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

—OR—

If project address cannot be defined, such as utility lines, provide the following information:

Approximate distance: \_\_\_\_\_ direction:  from the intersection  
of: \_\_\_\_\_ and: \_\_\_\_\_  
on the:  side

Description of Proposed Development:

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Provide either Legal Description or Subdivision Reference:

Legal Description:

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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: \_\_\_\_\_

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: \_\_\_\_\_

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

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

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

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

Small Project?  Yes  No

## Section 7: Site Area Information

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

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

| <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 8: 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 9: 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 10: Waiver / Variance / Etc. - as applicable

Compatibility Standards Waiver - Section(s): \_\_\_\_\_

Driveway Spacing - Section(s): \_\_\_\_\_

Environmental - Section(s): \_\_\_\_\_

Off-Site or Remote Parking  Detention Pond Waiver  Alternative Landscape Compliance

## Section 11: 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:

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Signature

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Month

---

Day

---

Year

---

Name (Typed or Printed)

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Firm

## Section 12: 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:

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Signature

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Month

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Day

---

Year

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Name (Typed or Printed)

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Firm

## Section 13: 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 Streets and Drainage 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

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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: \_\_\_\_\_