



# Subdivision Project Assessment Application *Formal Submittal*

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

This application is for the City of Austin staff to provide preliminary feedback to applicants before submitting a development application for subdivision.

A Project Assessment may be used to assess a project by highlighting potential code and criteria deficiencies. A Project Assessment may also provide binding recommendations on discretionary code and criteria requirements.

A Project Assessment application may constitute a fair notice application for the purposes of establishing vested rights to current regulations for a new project. The requirements for requesting a Fair Notice with Project Assessment are included in [Section 15.9 of the Building Criteria Manual](#).

## Section 1: Project Information

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

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

Subdivision Street Location

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

—OR—

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

Please indicate the reason for submittal and indicate any questions or specific feedback you are requesting.

## 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.

Same as Applicant

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

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

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

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

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

## Section 4: Engineer Information

Not Applicable       Same as Applicant

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

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

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

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

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

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

## Section 5: Other Professional/Trade Information

*Please provide surveyor, general contractor, electrical contractor, landscape architect, etc. information.*

Not Applicable     Same as Applicant    Type:

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

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

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

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

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

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

## Section 6: Inspection Authorization

As owner or authorized agent, the signature below 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:

---

Name & Signature

Date

---

Firm

**Section 7: Owner's Acknowledgment**

STATE OF \_\_\_\_\_

§

COUNTY OF \_\_\_\_\_

§

**KNOW ALL MEN BY THESE PRESENTS:**

That \_\_\_\_\_ acting by and through  
Individual

\_\_\_\_\_ and through  
corporation, partnership, LLC

\_\_\_\_\_ corporation, partnership, LLC

, owner(s) of the tract(s) of land described in warranty deed(s) recorded as follows:

[Empty rectangular box for land description]

, copies thereof attached hereto and made a part hereof for all pertinent purposes, do hereby make and/or authorize \_\_\_\_\_, to make application for subdivision of such property in accordance with the accompanying plan/plat and do hereby offer to dedicate to the public use all streets and easements shown thereon, or as may otherwise be required by applicable regulations, pursuant to Title 25 and/or Title 30 of the City of Austin Land Development Code, Chapter 80 of the Travis County Rules and Chapters 212 and 232 of the Texas Local Government Code.

Witness my hand this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Owner's Handwritten Signature

Witness my hand this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Owner's Handwritten Signature

This instrument acknowledged before me on

The \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public, in and for

My Commission expires: \_\_\_\_\_.

This instrument acknowledged before me on

The \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public, in, and for

My Commission expires: \_\_\_\_\_.

## Section 8: Engineer's Certification (if applicable)

This is to certify that:

- I am authorized to practice the profession of Engineering in the State of Texas;
- I am responsible for the preparation of the engineering portions of the plan or plat submitted herewith;
- All engineering information shown on the plan or plat is accurate and correct; AND
- With regard to the engineering portions thereof, the plan or plat complies with Title 25 and/or Title 30 of the City of Austin Land Development Code, as amended, and all other applicable City and Travis County codes, ordinances and rules, except for specific variances and waivers from the above regulations that are identified in Section 10 of this application and requested as of this date.

Witness my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Engineer's Signature

(SEAL)

## Section 9: Surveyor's Certification (if applicable)

This is to certify that:

- I am authorized to practice the profession of Surveying in the State of Texas;
- I am responsible for the preparation of the surveying portions of the plan or plat submitted herewith;
- All surveying information shown on the plan or plat is accurate and correct; AND
- With regard to the surveying portions thereof, the plan or plat complies with Title 25 and/or Title 30 of the City of Austin Land Development Code, as amended, and all other applicable City and Travis County codes, ordinances and rules, except for specific variances and waivers from the above regulations that are identified in Section 10 of this application and requested as of this date.

Witness my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Surveyor's Signature

(SEAL)

## Section 10: 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.

Signing this form verifies that the information provided is deemed accurate and complete based on available records. The customer may be responsible for costs associated with corrections due to invalid information provided.

Please type your name on the Name & Signature line below, and indicate Firm represented, if applicable:

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Name & Signature

Date

---

Firm