



Subdivision Application *Formal Submittal*

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For submittal and fee information, see austintexas.gov/digitaldevelopment

This application is for subdivision approval in the City of Austin's jurisdiction [full-purpose, limited-purpose, and extraterritorial (ETJ)].

If located in the City of Austin ETJ within Travis County, the property is subject to Title 30 regulations and may require additional submittal requirements. For more information, please visit www.traviscountytx.gov/tnr/development-services

The City of Austin encourages applicants considering a subdivision to request consultation with staff to better understand requirements and project feasibility prior to completeness check submittal. To learn more information and to schedule an appointment with staff, visit the Subdivision Webpage at <https://www.austintexas.gov/subdivision-apps>.

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.: _____

Subdivision Name: _____

Subdivision Street Location

Address: _____

—OR—

Approximate distance: _____ direction _____ from the intersection
of: _____ and _____
on the: _____ side

Description of Proposed Subdivision:

Describe the proposed subdivision including why the property needs to be subdivided. This information helps reviewers better understand the subdivision request prior to reviewing the application and could reduce the number of review comments. A description example might be: "A plat vacation application and replat application have been submitted in order to vacate the current plat (removing the 25' front building line), and then replat the lot in order to construct a new duplex."

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: 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 5: 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:

, 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 Only

This instrument acknowledged before me on

The _____ day of _____, _____

Notary Public, in and for

My Commission expires: _____.

Witness my hand this _____ day of

_____, _____

Owner's Handwritten Signature Only

This instrument acknowledged before me on

The _____ day of _____, _____

Notary Public, in, and for

My Commission expires: _____.

Section 6: 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 7: 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 _____, _____.

Surveyor's Signature

(SEAL)

Section 8: Acknowledgment Form concerning subdivision plat note/deed restrictions

The applicant should carefully check these records for restrictions before signing the Acknowledgment Form. Plat notes are shown on the face of the subdivision plat which are available at the City or the Courthouse. If the applicant does not possess a copy of the plat or deed restrictions, they can be found in the official records at the office of the county clerk.

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.

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.

Applicant's Name & Signature

Date