



Subdivision Project Assessment Application Completeness Check Submittal

DevelopmentATX.com | Phone: 311 (or 512 974 2000 outside Austin)
For submittal and fee information, see 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

What type of subdivision application are you submitting?

- Preliminary Plan
- Revision to a Preliminary Plan (Preliminary Plan Case Number: _____)
- Final Plat **out of** a Preliminary Plan (Preliminary Plan Case Number: _____)
- Final Plat **without** a Preliminary Plan
- Amending Plat
- Resubdivision
- Subdivision Construction Plan (Final Plat Case Number: _____)
- Revision to Subdivision Construction Plan (Const. Plan Case Number: _____)

Proposed Subdivision Name: _____

Subdivision Street Address: _____

—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

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

Same as Applicant

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

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: Property Attributes

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

County: Travis Williamson Blanco Hays Burnet

If within a Municipal Utility District, provide name: _____

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

Size of Property: Acres _____ Sq. Ft. _____

Size of Project: Acres _____ Sq. Ft. _____

Section 7: Proposed Land Use (by summary)

Existing Zoning: _____ Proposed Zoning: _____

Land Use	Number of Lots	Number of Units	Acreage
Totals:			

Section 8: Related Cases

Zoning Case? Yes No

Restrictive Covenant? Yes No

Subdivision? Yes No

Land Status Report? Yes No

Existing Site Plan? Yes No

Neighborhood Plan Amendment? Yes No

Other (specify): _____

FILE NUMBERS

Section 9: 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 your name on the Name & Signature line below, and indicate Firm represented by authorized Agent, if applicable.

Name & Signature

Date

Firm

Section 10: Submittal Requirements for Project Assessment

Submittal Requirements	additional notes
Filing fee	<i>development assessment fee and variance review fees will be assessed</i>
Application form signed by record owner or duly authorized agent	
List of requested variances and waivers with justification provided	<i>code or criteria should be cited</i>
A copy of the Traffic Impact Analysis (TIA), if applicable	<i>applicable in Travis County ETJ only</i>
Provide copy of development agreements such as PUD or MUD	
Provide copy of all existing separate instrument easement documents	
Provide copy of all existing covenants/restrictions	
Engineer's project summary letter (signed, sealed, dated by P.E.)	
Environmental Resource Inventory Report	
Chapter 245 Determination - Project Review Form	
Plan sets	<i>2 sets for completeness check, intake will advise at formal</i>
Copy of complete RSMP feasibility meeting request form. If, in the course of the feasibility meeting, the site is determined to be able to participate in RSMP, a full application package with all applicable attachments will be required to be submitted for review.	<i>For RSMP Request</i>

General Information to be Shown on Plat or Plan	
Subdivision Title/Name, Date, North Arrow	
Sketch showing the location of the subdivision in relation to major streets or roadways	
Scale no greater than 1inch=100ft	
Proposed lot and ROW lines. Show lot size in square feet if lot size is less than 1 acre.	
Accurate adjacent property lines and names of adjacent subdivisions including the name of each record owner of adjoining unplatted property	
Proposed uses	
The boundaries of the original tract(s) and phases of development, if any	
Certification bearing the name, signature, seal, and date of signature of engineer registered in the State of Texas attesting that all engineering related items on the plat/plan are correct	<i>as applicable per state law</i>
Boundary survey of the project perimeter	
Acreage/square footage of overall subdivision and of individual commercial and multifamily lots, as applicable	
Acreage of each lot served by an onsite sewage system	

Lot and block numbers, number of lots, and linear footage of streets {Lot sizes to comply with City and County regulations}	
Topographic information, based on City benchmark or USGS datum, at a two-foot or finer contour intervals, with no more than 100 feet horizontally between any two contours, on the tract or (as necessary to confirm drainage patterns) adjacent to the tract.	

Engineer's Project Report or Engineer's Summary Letter	
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Indicate all waivers and variances requested or approved	
Source of floodplain information including copies of electronic models (calculations and drainage maps where applicable)	
Calculation of existing flows, off-site flows, and of fully developed flows, as well as for any floodplain modifications	
All hydrologic and hydraulic data for City or County design storms (existing and proposed) for each specific drainage area and at street intersections, inlets , and bypassing inlets leaving proposed streets onto adjacent property and entering property streets from adjacent property.	<i>for RSMP request/ application</i>
Calculations supporting adequacy of existing and proposed on-site channels, storm sewers, drainage infrastructure, and detention pond sizes, as well as adequacy of drainage facilities on all properties who drainage either would be affected by or would affect the proposed development	
Discussion of compliance with detention, 2-year peak flow control, and water quality requirements	<i>2-year water quality/ erosion control required regardless of RSMP participation</i>
Formal request to Watershed Engineering Division for RSMP) for flood control compliance	<i>for RSMP request</i>
Compliance with DCM 1.2.2 either through on-site detention or through RSMP participation. If claiming RSMP participation, a feasibility meeting must be completed to determine whether participation is feasible and if so, what type of participation and what the requirements are for participation.	

Drainage/Water Quality/Floodplain Information	
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Delineate Erosion Hazard Buffer Zone	
Demonstrate that all drainage issues are being addressed by submitting a topographic map showing the boundary of the property, delineation and acreage of drainage areas, stormwater flow arrows, limit and width of existing roadways and drainage easement. The 100 year floodplain, any other additional information as determined by the City or County	
The 25-year and 100-year floodplains should be delineated and the location and width of existing drainage channels, creeks, water courses and all associated easements within the project area should be shown.	<i>500-year floodplain applies to projects in Travis County ETJ only</i>
For any lot affected by a City or County 100-year floodplain, a Minimum Finished Floor Elevation must be established for each affected lot in accordance with City and County standards. Include the following plat note: "The minimum finished floor elevation on Lot shall be a minimum of one foot above the highest adjacent established base flood elevation shown hereon	

Calculations supporting adequacy of existing and proposed on-site channels, storm sewers, drainage structures, and detention pond sizes, as well as adequacy of drainage facilities on all properties whose drainage either would be affected by or would affect the proposed development	
Calculations of existing flows, off-site flows, and of fully developed flows, as well as for any floodplain modifications	
Calculations and modeling as described in RSMP Participation Requirements document on the RSMP website (RSMP documents can be found at www.austintexas.gov/RSMP).	
Supporting documentation for floodplain determination and modeling. To include reports, hydrologic and hydraulic models, all associated back up information, etc.	
Overall plan view of the proposed subdivision with the location of the existing and proposed water quality or detention basins and proposed access driveways	

Street and Transportation

Provide the following Information for all rights-of-ways, alleys, joint use driveways, and easements within, bordering, or traversing the subdivision: street names, ROW widths, centerline dimensions (tangent points, tangent between curves), location of centerline of all existing and proposed railroads (holder of easement must be shown for subdivision in the ETJ of Travis County)	
Location of proposed slope easements	
Dedication of ROW information (if not by plat)	
Street Summary Table including: street name and classification, ROW width, length (linear feet), pavement width (lop of gutter to lip of gutter), sidewalk location, total linear feet of streets	
Location of existing utility lines within the subdivision	
Private streets are shown on plan as "Private Street, Drainage Easement and PUE"	
Centerline radii, radii at all intersection corners, cul-de-sac radii, right-of-way width, proposed street width, and tangents between proposed reverse curves for all proposed streets	
Show existing and proposed median breaks	
Sidewalk locations by dotted line, deferral note, or variance/waiver request	

Environmental Information

A drainage area map showing the fully developed conditions including the location of all waterways having a drainage area of at least 64 acres within and adjacent to the tract, the 100-year floodplain(s), the Critical Water Quality Zone(s), and the Water Quality Transition Zone(s).	
Proposed extent of floodplain modification, if applicable.	

In the Suburban watershed classification, provide an ECM Appendix Q2 table. In the Drinking Water Protection Zone, provide ECM Appendix Q1 and Q2 tables. No ECM Appendix Q tables are necessary in the Urban watershed.	
For single family subdivisions in watersheds other than Urban, include impervious cover assumption calculations per ECM 1.8.1.D. Be sure to also indicate the proposed ROW impervious cover and the proposed utility/pond access drive impervious cover.	
For watersheds other than Urban, locations of cut and fill greater than 4 feet proposed outside the right-of-way. Be sure to indicate the maximum proposed grading outside the ROW.	
For watersheds of than Urban, provide transfer of development rights information using the format in Appendix Q-3 of the ECM, if applicable.	
The location of all critical environment features located on property and located within 300 feet of the project. In addition, delineate the critical environmental feature setback.	
Location of environmentally sensitive areas (e.g. faults, fractures, sinkholes, bluffs, seeps, and springs); environmentally protected areas, as defined in watershed ordinances (e.g. water quality zones); scientific vegetation areas showing major tree and vegetation clusters and types from aerial photos or site checks.	
Critical environmental features within the project and known CEF'S within 150 feet of project	
Proposed extent of floodplain modification, if applicable	
If the proposed subdivision is located in more than one watershed, delineate the watershed boundary.	

Trees	
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Conceptual lot layout including building(s), utilities, setbacks, and driveways	
Existing onsite improvements	
Tree survey as per the Environmental Criteria Manual	
Identify regulated trees requested for removal	
Identify Heritage Tree removal variance requests	
If applicable, a tree mitigation plan	
Grading plan	

Austin Water Utility	
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Show water and wastewater easements	
Location of existing water/wastewater infrastructure	
Location of proposed wastewater irrigation (if applicable)	

Austin Energy	
Proposed structures in proximity to (i.e., within 200 feet), or requiring connection to, Austin Energy's electric system must meet required Austin Energy safety and clearance requirements in compliance with the National Electrical Safety Code, National Electrical Code, Chapter 752 of the Texas Health and Safety Code, and Occupational Safety and Health Administration (OSHA) regulations 29 CFR 1910.331 through 1910.335.	
Proposed landscaping in proximity to (i.e., within 200 feet), or requiring connection to, Austin Energy's electric system must meet clearance and planting (i.e., tree placement) requirements	
Show all electric easements	

Parkland	
Boundary lines and names of existing and proposed parks, open spaces, etc., either for public and private use, within the subdivision	
Parkland dedication information: estimated number of residential units	

Additional Exhibits Required	
Any residential subdivision utilizing a flag lot design must submit a driveway/utility plan exhibit showing the driveway location, width, and slope as well as the locations and dimensions of all proposed utilities for the flag lot	
Outside of the Urban watershed, if slopes over 15% are present: show slopes from 15-25%, 25-35%, and in excess of 35%; proposed lot lines, proposed ROW lines, proposed pond locations, and proposed driveways.	
Estimates of the amount of water to be used and wastewater to be generated in all phases of development, identification of the source(s) of the water, a description of the new or existing water and wastewater facilities that will serve the development, a statement by a qualified engineer or geoscientist that the water source and the water and wastewater facilities will be of adequate capacity to serve the development, the owner and operator of the water and wastewater facilities and the location of the development with respect to any applicable certificates of convenience and necessity, and the schedule for creating any entity that will own or operate the facilities; and.	

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 your name on the Name & Signature line below, and indicate Firm represented by authorized Agent, if applicable.

Name & Signature

Date

Firm