



Subdivision Application

City of Austin and Extraterritorial Jurisdiction in Travis, Williamson, Bastrop, and Hays Counties

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PURPOSE: This application is for obtaining subdivision approval within the City of Austin jurisdiction (full-purpose, limited-purpose and extraterritorial jurisdiction ETJ). For general information on the subdivision process and review procedures, please visit our webpage at <https://www.austintexas.gov/department/land-use-review>. For detailed instructions on completing this application, please visit <https://www.austintexas.gov/page/land-use-forms-applications> and review the document titled Subdivision Application Instructions.

Travis county has additional submittal requirements for property in the City of Austin ETJ within Travis County (subject to Title 30). Refer to the Travis County TNR webpage at <https://www.traviscountytexas.gov/tnr/permits/subdivisions>

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, 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. Hit Enter to make a selection.

Section 1: Project Information

What type of subdivision application are you submitting?

- Preliminary Plan
- Minor Revision to a Preliminary Plan
- Final Plat out of a preliminary plan
- Final Plat, no preliminary plan
- Amending Plat
- Resubdivision

Subdivision Name: _____

Subdivision Street Location:

Address: _____

—OR—

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

Description of Proposed Subdivision:

Section 2: Applicant/Agent Information

Name: _____
Firm: _____
Mailing Address: _____
City: _____ State _____ Zip: _____
Email: _____
Phone 1: _____ Phone 2: _____

Section 3: Owner Information

Same as Applicant Name: _____
Owner Signature: _____
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: Surveyor Information

Not Applicable Same as Applicant

Name: _____

Firm: _____

Mailing Address: _____

City: _____ State _____ Zip: _____

Email: _____

Phone 1: _____ Phone 2: _____

Section 6: Property Attributes

Is this a S.M.A.R.T. Housing Project? No Yes (If Yes, submit a copy of the Pre-Certification letter from Housing and Planning Department.)

Desired Development Zone OR Drinking Water Protection Zone
Watershed: Watershed Class

In a recharge zone? Yes No

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

County: Travis Williamson Hays Bastrop

In a Neighborhood Plan (approved or underway)? Yes No

If Yes, name of Neighborhood Plan: _____

In a Transit-Oriented Development (TOD) District? Yes No

If Yes, name of TOD: _____

If within a Municipal Utility District, provide name: _____

Electric Utility Provider: _____

Water Provider: _____

Wastewater/Sewage Disposal Provider: _____

Number of existing lots _____

Section 7: Zoning, Density and Annexation

Current Zoning (within City of Austin Full-Purpose or Limited-Purpose area): _____

Is a zoning case currently under review on this site? No Yes Case #: _____

Is an annexation case under review on this site? No Yes Case #: _____

Density Calculation: Dwelling units per acre

_____ dwelling units

_____ acres (square feet if less than one acre)

_____ proposed density

Section 8: Related Cases

Case Numbers for related applications

Project Assessment: _____

Preliminary Plan: _____

Section 9: Lot Summary

List the total number of lots (buildable and non-buildable) and the total area of the plat/plan

Lot Summary	Number of Lots	Acreage or square footage
Buildable lots		
Non-buildable lots		
• Drainage		
• Open space/private parkland		
• Public parkland		
• Other		
Totals:		

Section 10: Waiver / Variance / Etc. - as applicable

Are you proposing a variance, waiver or other discretionary decision? A Project Assessment is required for any discretionary decision such as a variance or waiver to code or criteria.

Balance of the Tract - Section(s): _____

Sidewalks - Section(s): _____

Single Outlet - Section(s): _____

Street Length - Section(s): _____

Block Length - Section(s): _____

Lot Frontage - Sections(s): _____

Cut / Fill - Sections(s): _____

Flag Lots - Sections(s): _____

Other - Sections(s): _____

Section 11: 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

Date

Name (Typed or Printed)

Firm

Section 12: 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 Signature

Witness my hand this _____ day of _____

Owner's Signature

This instrument acknowledged before me on
The _____ day of _____, _____

Notary Public, in and for

This instrument acknowledged before me on
The _____ day of _____, _____

Notary Public, in and for

My Commission expires: _____.

My Commission expires: _____.

Section 13: Engineer's Certification

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 14: Surveyor's Certification

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 15: Acknowledgment Form

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 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.

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

Date

Section 16: Certification Statement

Certify this application does not require a discretionary decision such as a variance or waiver to code or criteria. This form is not required if a variance or waiver is identified in Section 10.

My signature attests to the fact that the attached application package is complete and accurate to the best of my knowledge.

The submitted subdivision application complies with LDC 25-1-61 (Order of Process) or LDC 30-1-71 (Order of Process), adequate zoning is in place to proceed with this submittal and no other zoning application for the site is in review or will be submitted during this process.

Additionally, in compliance with LDC 25-1-63 or LDC 30-1-73 as applicable, I certify that approval of this application does not require a variance or waiver from the requirements of Title 25 or Title 30 of the Land Development Code, the technical and administrative criteria manuals adopted to implement the provisions of Title 25 and Title 30, an alternative method of compliance allowed under Title 25, Title 30 or associated criteria manuals, a recommendation from an advisory board or commission, or other discretionary considerations as specified by rule.

Review of this application by city staff is dependent upon the accuracy of the information provided. A Project Assessment is required to be completed in to obtain any variance, waiver, alternative method of compliance, or other discretionary consideration as defined by rule. 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.

Please sign (electronically or manually) and indicate Firm represented, if applicable:

Signature

Date

Name (Typed or Printed)

Firm



City Arborist Review Addendum for Subdivision and Site Plan Submittals

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

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: _____