



Subdivision 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 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

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 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

Owner's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone 1: _____ Phone 2: _____

Section 4: Engineer Information (if applicable)

Not Applicable Same as Applicant

Name: _____

Firm: _____

Mailing Address: _____

City: _____ State _____ Zip: _____

Email: _____

Phone 1: _____ Phone 2: _____

Section 5: Surveyor or Other Professional/Trade Information

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

Not Applicable Same as Applicant

Name: _____

Firm: _____

Mailing Address: _____

City: _____ State _____ Zip: _____

Email: _____

Phone 1: _____ Phone 2: _____

Section 6: Property Attributes

S.M.A.R.T. Housing projects include a residential element meeting affordability requirements. A pre-certification letter from the City and subsequent pre-submittal meeting is required prior to application submittal. For more detailed information regarding submittal requirements, expedited timeframes, and discounted fees, please visit www.austintexas.gov/department/housing-developer-assistance.

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

Refer to the Property Profile tool at maps.austintexas.gov/GIS/PropertyProfile/ for the information in this section.

Desired Development Zone OR Drinking Water Protection Zone

Watershed: _____

Watershed Classification: _____

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, Annexation and Density

Refer to the Property Profile tool at maps.austintexas.gov/GIS/PropertyProfile/ for the information in this section.

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

Provide case numbers related to past applications.

Project Assessment: _____

Preliminary Plan: _____

Other: _____

Section 9: Lot Summary

Provide 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		
• Multifamily		
• Non-Multifamily		
Non-buildable lots		
• Drainage		
• Open space/private parkland		
• Public parkland		
• Other		
Totals:		

Section 10: Waiver / Variance / Etc. (if applicable)

Indicate all waivers, variances, or alternatives requested in this application. When requesting a variance, a request letter addressed to the Development Services Director should accompany the application. This letter should include the project name, site address, description, justification, and Land Development Code section from which you are requesting a variance. For any properties located in the ETJ and Limited-Purpose areas, request letters must be addressed to the County Judge. Some variances may require approval from a City Land Use Commission and/or Travis County Commissioners Court.

Are you proposing a variance, waiver or other discretionary decision?

25-4 Subdivision (i.e. Balance of Tract, Flag Lot, etc.)- Section(s):

25-6 Transportation (i.e. Sidewalks, Access, Block Length, etc.) - Section(s):

25-7 Drainage/Water Quality (i.e. RSMP, etc.) - Sections(s):

25-8 Environmental (Cut/Fill, Heritage Trees, Critical Environmental Features, CWQZ/TZ, Slopes, etc.) - Sections(s):

25-9 Water and Wastewater (i.e. Service Extension Request, etc.)- Section(s):

Other - Sections(s):

Section 11: 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 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 Handwritten Signature Only

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: _____.

This instrument acknowledged before me on

The _____ day of _____, _____

Notary Public, in, and for

My Commission expires: _____.

Section 13: 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 14: 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 15: 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