



Note: the applications below are subject to this checklist. All items should be provided in PDF format unless otherwise specified.

- Preliminary Plan
- Final Plats
- Plat Vacations
- Construction Plans

Required Completeness Check Submittal Items

ALL APPLICATIONS

- Completed application form with all appropriate signatures (Note: If the property's current owner is not the Applicant, also provide the signed authorization letter).
- Recorded copy of Owners Deed.

APPLICATION TYPES

Preliminary Plan and Construction Plans

- One (1) copy of plans *sealed* by engineer.
- For **Revised Preliminary Plan** only – One (1) redlined copy of revised preliminary plan.
- For **Construction Plans** – One (1) City Arborist Review Addendum and;
 - Commercial: An exhibit and inventory of regulated trees 8" and greater (within Full and Limited Purpose Jurisdictions only).
 - Residential: An exhibit and inventory of regulated trees 19" and greater (within Full and Limited Purpose Jurisdictions only).

Final Plats (For Final out of a Preliminary Plan, Final without a Preliminary Plan, Amending Plat and Resubdivision).

- One (1) copy of proposed plat *sealed* by engineer).
- One (1) copy of a tax map (with redlined site area).
- For **Final Plat out of a Preliminary** – one (1) copy of the preliminary plan.

Plat Vacations

- One (1) copy of plat to be vacated or plat containing lots to be vacated.

ADDITIONAL REQUIREMENTS

- Project Review Form (Not required for plat vacations).
- One (1) copy of *sealed* Engineering Report (Not required for amended plats or plat vacations).
- Sealed* Engineer's Summary Letter – separate from the Engineering Report (Seal not required for Plat Vacations).
- Parkland Early Determination Letter (This determination request should be submitted to PARD at least 3 weeks prior to planned submittal date. Visit austintexas.gov/PEDRequest to submit the request).
- Evidence regarding sufficient availability of ground or surface water (if applicable).
- Copy of latest Project Assessment report (if a Project Assessment was submitted).

Optional Initial Submittal Items

Note: Due to the complexity of regulations, additional information may be required depending on the specifics of each application. Any applicable documents not provided at completeness check submittal may result in delays in the review and approval process.

GENERAL REQUIREMENTS

- Standard plat notes
- Standard construction details (for Preliminary Plans and Construction Plans)
- Fee-in-lieu, variance and waiver requests and *sealed* engineer cost estimates (if applicable)
- Separate legal documents (if applicable, i.e. Drainage, Pest Management, Utility, Joint Use Access, Restrictive Covenants, etc.)
- Current Tax Certificates (Taxes must be paid prior to approval; certificate still required if tax-exempt; original embossed certificates required prior to plat recording)
- A copy of proposed Vacation Acknowledgement document (for Plat Vacation only)

TRANSPORTATION

- Public roadway layout, classification, geometric data, and street table (if applicable)
- Copies of approved TXDOT and/or county permits, studies, or agreements (if applicable)

DRAINAGE

- Digital copy of Drainage Model and Floodplain Model (if applicable; hydrology: HEC-HMS, hydraulics: HEC-RAS)
 - FEMA and COA floodplain delineation and drainage easements (if applicable)
 - Erosion Hazard Zone delineation
- Completed Regional Stormwater Management Program (RSMP) Feasibility Meeting to participate in RSMP – (If participation is proposed)
 - Visit the RSMP Feasibility Viewer at <https://maps.austintexas.gov/RSMP/> to request an RSMP Feasibility Determination and RSMP Feasibility Meeting. Alternatively, you can manually request the determination by locating the RSMP Feasibility Determination Request Form on the RSMP Feasibility Viewer and submit to RSMP@austintexas.gov.

ENVIRONMENTAL

- City Arborist Review Addendum – (within Full and Limited Purpose Jurisdictions only – For Preliminary Plan and Final Plat)
- For multi-lot subdivisions – an exhibit and inventory of Heritage Trees that are 24” or greater in diameter. View [LDC § 25-8-602 – Definitions](#) to view the Heritage Tree list
- Critical Water Quality Zone/Transition Zone delineation

- An Environmental Resource Inventory (ERI) Report located in [Environmental Criteria Manual \(ECM\) 1.3.1](#), or an approved ERI Waiver located in [Environmental Criteria Manual \(ECM\) 1.3.2](#) will be required if development occurs on a site that:
 - (1) is within the Edwards Aquifer recharge zone;
 - (2) contains a critical water quality zone;
 - (3) has a gradient greater than 15%;
 - (4) containing, or within 150 feet of, a potential or verified wetland feature as identified in a map maintained by the Watershed Protection Department and made available for reference online and at the offices of the Development Services Department.
- A Landfill Certification Form – Visit Development Over Closed Landfills at www.austintexas.gov/department/development-over-closed-landfills to locate the form

LOT CONFIGURATION & UTILITIES

- An as-built survey identifying any existing structures and a notation if to be demolished or to remain.
- An exhibit identifying existing and proposed utilities and driveway locations (for flag lots)
An exhibit demonstrating possible building footprint in comparison with setbacks, utilities, tree root zones, critical environmental resources/features and easements (for residential Final Plats)

C	E	O	References	Subdivision Format Requirements (within boundaries of the tract, unless otherwise noted)	Urban			Suburban			Water Supply			Barton Sp Zone						
					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
				General Information to Be Shown on the Plan/Plat																
X	X	X	LDC 25-1-82 RP TC 82.204(c)(5)	Subdivision Title/Name, Date, North Point	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
X	X	X	LDC 25-1-82 RP TC 82.204(c)(5)	Sketch showing the location of the subdivision in relation to major streets or roadways and a north arrow	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
X	X	X	LDC 25-1-82 RP TC 82.204(c)(3)	SCALE {smaller scale allowed with waiver from Review Team} Final: 1 inch = 100 feet Preliminary: less than 50 acres 1 inch = 50 feet 50 to 100 acres 1 inch = 100 feet over 100 acres 1 inch = 200 feet Show scale bar on plan	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
X	X	X	LDC 25-1-82 RP TC 82.203(b)(5)	Name of owner(s) and mailing address(es)	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
X	X	X	LDC 25-1-82 RP TC 82.203(b)(5)	Names, addresses and property lines of adjoining owners	X				X			X			X					
X	X	X	LDC 25-1-82 RP TC 82.204(c)(6)	On adjacent platted property show subdivision names and record reference (Book and Page or Document#). If the adjacent property is unplatted, show owners' names and deed references.	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
X	X	X	LDC 25-1-82 RP TC 82.204(c)	Approximate distance from subdivision to nearest street intersection	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
X	X	X	LDC 25-4-131 RP TC 82.204(c)(11)	Boundary survey of the project perimeter (tied to the Texas Plane Coordinate System) in a solid bold line	X				X			X			X					

TABLE LEGEND

C	City	ETJ	Extraterritorial Jurisdiction	E	ETJ in Travis County	O	Other ETJ
P	Preliminary Plan	FP	Final Plat	1	Final requiring a preliminary	2	Final not requiring a preliminary
3	Amended final plat	LDC	Land Development Code	RP	Rule Posting	TCM	Transportation Criteria Manual
X	Code or posted rule requirement			•	Not required if the final conforms with the approved preliminary		

