

Subdivision Completeness Check Submittal Checklist

Building a Better and Safer Austin Together

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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

□ 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).

ADDITIONAL REQUIREMENTS

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.

GENE	RAL REQUIREMENTS
	Standard plat notes
	Standard construction details (for Preliminary Plans and Construction Plans)
	Fee-in-lieu, variance and waiver requests and <i>sealed</i> 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 taxexempt; original embossed certificates required prior to plat recording)
	A copy of proposed Vacation Acknowledgement document (for Plat Vacation only)
TRAN	SPORTATION
	Public roadway layout, classification, geometric data, and street table (if applicable)
	Copies of approved TXDOT and/or county permits, studies, or agreements (if applicable)
DRAIN	IAGE
	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 .
ENVIR	ONMENTAL
	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 <u>LDC § 25-8-602 – Definitions</u> to view the Heritage Tree list
	Critical Water Quality Zone/Transition Zone delineation

	An Environmental Resource Inventory (ERI) Report located in <u>Environmental Criteria Manual (ECM) 1.3.1</u> , or an approved ERI Waiver located in <u>Environmental Criteria Manual (ECM) 1.3.2</u> 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 CO	ONFIGURATION & 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		Urban			5	Suburba			W	Water Supply				arto Zo	ne	,
			(within boundaries of the tract, unless otherwise noted)		_	FP	1	P	_	FP	_	P	_	FP	_	P	1	FP	2
			General Information to Be Shown on the Plan/Plat		1	2	3		1	2	3		1	2	3		1	2	3
		LDC 25 1 92	General finormation to be Shown on the Flan/Flat															\dashv	
X	××	LDC 25-1-82 RP TC 82.204(c)(5)	Subdivision Title/Name, Date, North Point	X	X	X	X	X	Х	X	Х	X	Х	X	X	X	X	X	Χ
×	××	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	Х	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	Х	x	х	x	х	х	Х	х	х	х	×	Х	×	Х	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
×	××	LDC 25-1-82 RP TC 82.203(b)(5)	Names, addresses and property lines of adjoining owners	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	Х	Х	X	Х	X	X	Х	Х	X	Х	X	X	X	X
X	××	LDC 25-1-82 RP TC 82.204(c)	Approximate distance from subdivision to nearest street intersection	X	x	Х	X	X	Х	X	x	Х	Х	X	Х	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				Х				Х				X			
	TABLE LEGEND									_									
		City	ETJ Extraterritorial Jurisdiction E ETJ in Travis County					C			ner E								
		Preliminary Plan	FP Final Plat 1 Final requiring a prelimination	ary				2								elimi			
ŀ		Amended final plat	LDC Land Development Code RP Rule Posting	f			- 11-	TC						Crite	eria	Mar	ual	_	
	X	Code or posted rule r	equirement • Not required if the final co	omo	rms	with	i tne	app)VO'10	ea p	reiir	nına	гy						

X	××	LDC 25-4-154 LDC 25-6-171 TC 82.204(c)	Survey tie across all existing streets bordering and traversing the subdivision to verify right-of-way width or provide a recording reference on the plan/plat and a copy of the instrument if the street was dedicated by a separate instrument	Х	x	X	X	X	Х	X	x	x	x	x	X	X	Χ	X	X
X	××	LDC 25-4-131 TC 82.204(c)(11)	Data to readily determine and reproduce on the ground the location, bearing, and length of every street line, lot line, boundary line, block line, and building line whether straight or curved, including the true north point. The radius, central angle and tangent distance for property lines of curved streets and curved property lines that are not boundaries of curved streets with closure calculations. Such data shall be established by a survey made on the ground and certified on the plan/plat by a registered public surveyor and tied to the Texas Plane System, Central Zone (required on amended plat only if shown on original plat).		x	x	x		x	X	x		X	x	X		X	X	X
	X	TC 82.204(c)(17)	One or more benchmarks monumented where new streets are dedicated		Х	Х	Χ		Х	Х	Х		Х	Χ	Х		Χ	Χ	Χ
X	××	LDC 25-4-131 TC 82.204(c)(12)	Location of all permanent concrete monuments and primary control points to which all dimensions, bearings, and similar data shall be referenced, shown in feet and hundredths of feet		x	Х	х		Х	Х	Х		Х	X	Х		X	x	X
	X	TC 82.204(c)(21)	Proposed uses other than single-family	Х	Х	Х	Χ	Х	Х	Х	Х	Х	Х	Х	Х	Х	Χ	Х	Χ
	X	TC 82.203(b)(19)	Location of clustered mailboxes (if any)	Х				Х				Х				Х			
X	××	LDC 25-1-22 LDC 25-4-1, 174 RP TC 82.203(b)(8)	Sites for all existing buildings to be retained within the subdivision	х				Х				X				X			
X	××	LDC 25-1-82 LDC 25-2-492 LDC 25-4-1 RP TC 82.203(b)(11)	Acreage/square footage of overall subdivision and of individual commercial and multifamily lots, as applicable	x	х	x	x	x	x	x	X	X	x	х	x	X	X	X	X
	X	TC 82.204(c)(22)	The acreage of each lot served by an onsite sewage system		Х	Х	Х		Х	Х	Х		Х	Х	Х		Χ	Х	Χ
X	××	LDC 25-2-492 LDC 25-4-1, 174 RP TC 82.204(c)(7) TC 82.204(c)(23)	Lot and block numbers, number of lots, and linear footage of streets {Lot sizes to comply with City and County regulations}	×	x	x	X	x	x	x	x	X	x	x	x	X	X	X	X
			TABLE LEGEND																Γ
	С	City	ETJ Extraterritorial Jurisdiction E ETJ in Travis County				O Other ETJ 2 Final not requiring a pr											l	
ļ	Р	Preliminary Plan FP Final Plat 1 Final requiring a preliminary Amended final plat LDC Land Development Code RP Rule Posting						70 T0											1
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