



Intake Submittal Checklist for Subdivision

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

The applications below are subject to this checklist. For questions, call Intake at (512) 974-1770.

- Subdivision preliminary
- Revised preliminary
- Final plats
- Plat Vacations
- Construction plans

Required items – with applicable fees – due at initial submittal

- Completed application form with all appropriate signatures (Note: The owner authorization and inspection section must be signed by the owner or an agent authorization letter signed by the owner must be presented)
- Current Tax Certificates (If *exempt*, certificate still required)
- City Arborist Review Form – (not required for projects in ETJ)
- Plans in PDF format (for **Preliminary** and **Construction** plans only)
 - One (1) copy for completeness check
 - For **Revised Preliminary** only – One (1) redlined copy of preliminary being revised
- Plats (For Amended, Final, and Vacated Plats)
 - One (1) copy of proposed plat for completeness check
 - One (1) copy of tax map (with redlined site area)
 - For Final Plat Out of a Preliminary only – a copy of the preliminary plan
 - For vacations, copy of plat to be vacated or plat containing lots to be vacated
- Engineering Report (Not required for amended plats or plat vacations)
 - One (1) copy for completeness check and resubmittals
- Sealed* Engineer's Summary Letter (Copy that is not in the Engineer Report) Plat vacations do not require engineer seal
- Owners Deed (Recorded)
- Parkland Early Determination Letter (This request needs to be submitted to PARD at least 3 weeks prior to planned submittal date) New Requirement
- Copy of latest Project Assessment report (if a project assessment was submitted) New requirement

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Items due at initial submittal (continued)

- Project Review Form (Formerly Chapter 245 Review form. Not required for platvacations)
 - If B or C checked, one additional plan set and additional fees required at ccsubmittal
- Letter from utility provider (if not in the city) for Water, Wastewater and Electric (Not required for amended plat or revised preliminary)
- Determination Form for PC or ZAP (Not applicable for construction plans)
Subject to: PC or ZAP
- One PDF copy of a legible location map on a separate sheet with *red-lined* site area
- For Plat Vacation, copy of proposed vacation document

Items that must be provided at formal submittal

- Digital copy of drainage model – ACD or flash drive separate from the electronic submittal
- For joint applications (e.g. City ETJ and Travis County) submit one (1) additional copy of all items listed above (excluding tax map) clearly labeled for Travis County

Note: An ERI or an ERI waiver will be required if development occurs on a site that:

- (1) is within the Edwards Aquifer recharge or contributing zone;
- (2) is within the Drinking Water Protection Zone;
- (3) contains a water quality transition zone;
- (4) contains a critical water quality zone;
- (5) contains a floodplain; or
- (6) has a gradient greater than 15%.

If these conditions exist and an ERI or ERI waiver is not submitted the project will be rejected during the initial stage of completeness check.