



City of Austin Planning and Development Review Department

Land Use Review

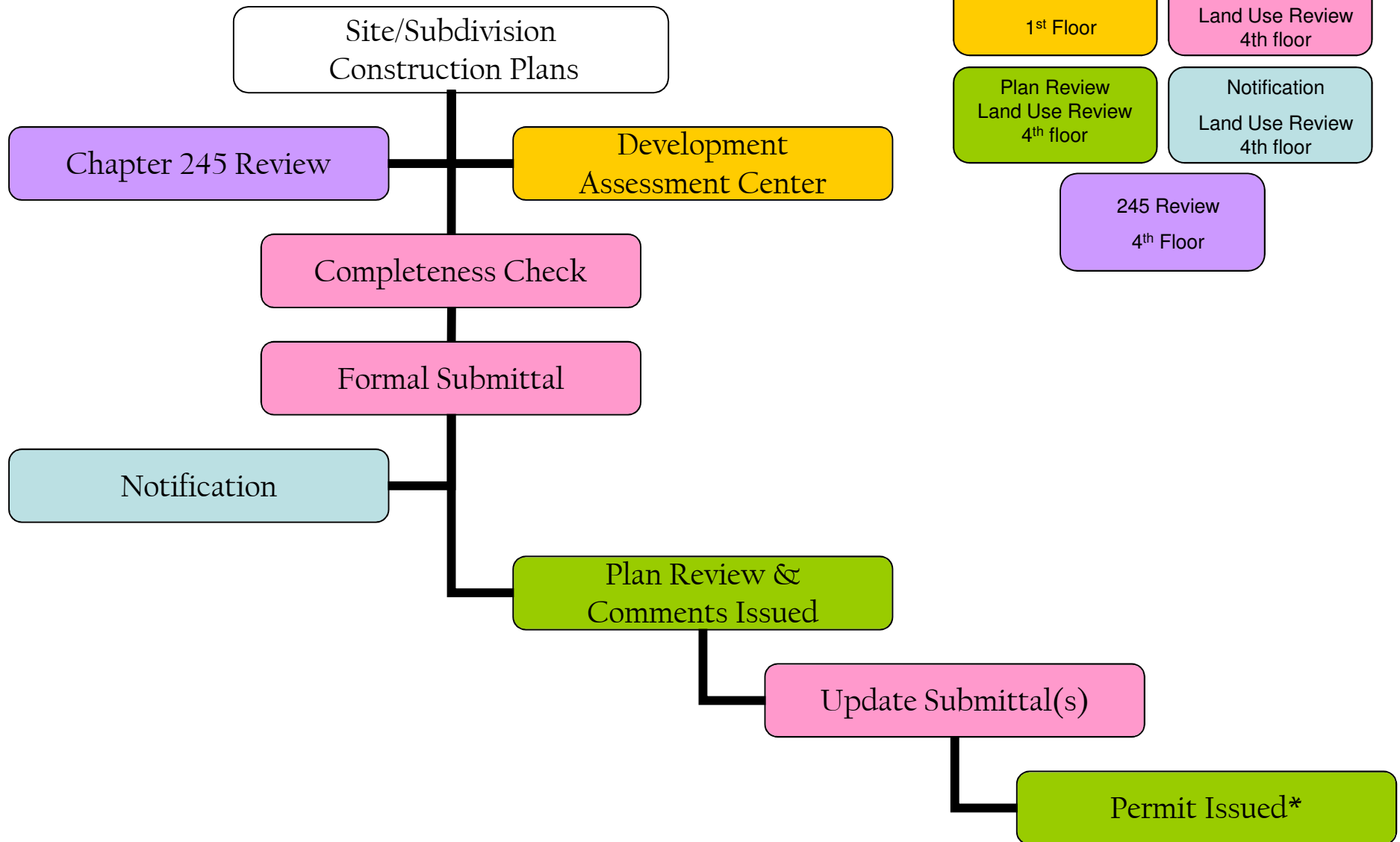
A Division of The One-Stop Shop

“Making Austin the most livable city in the country”

*Greg Guernsey, A.I.C.P., Director, Planning and Development Review
George Adams, Assistant Director, Planning and Development Review
Julie Lipton, RLA, PMP, Division Manager, Land Use Review*

Updated 7-17-12

Development Process At A Glance



*Only approvals are given for preliminary plans and final plats.



DEVELOPMENT ASSISTANCE CENTER (DAC)

The Development Assistance Center (DAC) is the first step in the land development process. DAC staff reviews project proposals with customers on an informal basis to identify key code requirements pertinent to the proposed development. DAC staff is also responsible for reviewing site plan exemptions and corrections.

- ❖ 1st Floor, One Texas Center (OTC) 505 Barton Springs Rd.
- ❖ Development Assistance Center Mgr.: Christopher Johnson 974-2769
- ❖ Development Assessment meeting may be requested by applicant to identify code requirements that may apply to the project. The assessment is done prior to submitting plans for review and permitting.
- ❖ Walk-in customers may be seen from 9 a.m. to 12 p.m. M-F

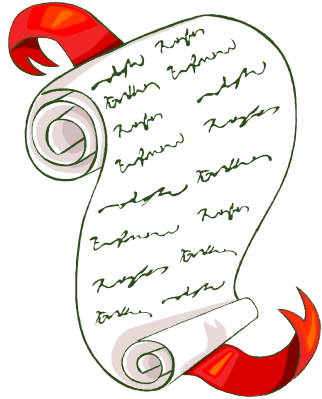


Completeness Check

Before an application is accepted for formal review, City Staff in the Land Use Review division conducts a completeness check to ensure the application packet contains the necessary components to complete a review.

- ❖ 4th floor, One Texas Center (OTC) 505 Barton Springs Rd.
- ❖ Administrative Supervisor: Shari Pape 974-2689
- ❖ Applications accepted Monday – Friday from 8:30 a.m. to 10:30 a.m.
- ❖ Submit to Intake on the 4th floor
- ❖ City staff responds to applicant within 2 to 4 business days of completeness check submittal.*
- ❖ Applicants are allowed up to 45 calendar days to complete process
- ❖ Refer to http://www.ci.austin.tx.us/development/com_ck.htm for a complete list of items required for completeness check submittal

*NOTE: If application falls under HB 1704 requirements, then completeness check is within 10 working days.



Chapter 245/H.B. 1704 Review

The Texas Local Government Code Chapter 245.002 is a State law that allows a project to grandfather out of current regulations if it meets a specific criteria.

The legislation that had the most impact on the City for grandfathering was in 1997 under House Bill 1704. In 2005, new legislation by the State legislators amended Chapter 245 to add some exemptions, define an application, and set time frames for responses and expiration. A City of Austin committee reviews applications to determine if Chapter 245 applies to a particular project.

- ❖ 4th Floor, One Texas Center (OTC), 505 Barton Springs Rd.
- ❖ Susan Scallon – Program Coordinator 974-2659
- ❖ Completeness check application should be submitted to Intake prior to 1704 Review



Formal Plan Submitted

Once a completeness check application is accepted, the plan may be formally submitted at Intake by appointment only.

- ❖ 4th Floor, One Texas Center (OTC) 505 Barton Springs Rd.
- ❖ Appointments from 11:00 a.m. – 3:30 p.m. (Subdivisions accepted in cycles depending upon specific commission schedule.)
- ❖ Administrative Supervisor: Shari Pape 974-2689
- ❖ Formal case submittal
- ❖ Development application fees paid
- ❖ Refer to <http://www.ci.austin.tx.us/development/packets.htm> for development application packets



Notification

After formal submittal, early notification (Filing of Application Notice) is sent to property owners within code required distances for projects that require the Filing of Application Notice or Board or Commission approval.

- ❖ 4th Floor, One Texas Center (OTC) 505 Barton Springs Rd.
- ❖ Notification Lead: Almira Baranovicht 974-2193
- ❖ Filing of Application Notice mailed 14 days after formal submittal
- ❖ Public hearing notice – 11 days prior to Zoning and Platting or Planning Commission, Historic Landmark, Board of Adjustments
- ❖ City Council Public Hearing and newspaper notified within 16 days prior to meeting.



Plan Review

After formal submittal, reviewers from several disciplines conduct focused reviews coordinated by a case manager. After the review, a report is issued to the applicant that identifies any portion of the plan that does not meet City code requirements. The applicant may then update the plans by addressing all deficiencies and request board or council action.

- ❖ 4th Floor, One Texas Center (OTC) 505 Barton Springs Rd.
- ❖ 28 day initial City Staff review
- ❖ 14 day City Staff review for update
- ❖ Applicant has up to 180 days to obtain approval, which includes the 45 days allowed for completeness check.
- ❖ Review comments are tracked using an automated system called AMANDA, which can be accessed online @ <https://www.ci.austin.tx.us/devreview/index.jsp>



Regional Stormwater Management Program (RSMP)

- What is the RSMP? (Regional Stormwater Management Program)
 - RSMP is a one time fee-in-lieu that applicants can choose to pay instead of providing detention for their development.
 - The fees are collected and put in a fund dedicated to the site's watershed.
 - The funds are used to enhance CIP funding for regional flood control projects for the particular watershed.
-
- For more information: <http://www.ci.austin.tx.us/watershed/rsmp.htm>
 - Jose M. Guerrero, P.E. 974-3386



Urban Forest Management Program

- Tree and Natural Area Protection, 25-8-601

•Austinites recognize that trees are valuable economically, aesthetically, and for the environmental sustainability of the region. In 1983 the Austin City Council adopted one of the most progressive Tree Ordinances in the country. [The Tree and Natural Area Protection Code](#) is based on the fundamental precepts of sound urban forest management; diversification, preservation, and replenishment. Proposed developments are reviewed to assure that a final product is achieved which results in a diversified and sustainable urban forest. City requirements are designed to achieve a balance of re-forestation and preservation, frequently emphasizing one of the two elements to achieve the best long-term benefit for the community.

- Assistance with Development and Tree Preservation Issues**

- [Michael Embesi](#), *City Arborist* (512) 974-1876
- [Keith Mars](#), *Heritage Trees* (512) 974-2755
- [Jason Traweek](#), *Arborist* (512) 974-2332
- [Chris Dolan](#), *Oak Wilt Program* (512) 974-1881
- [Jim Gobel](#), *Residential Tree Reviewer and Inspector*, (512) 974-2639
- [Doug Dear](#), *Environmental Inspector* (512) 974-6353
- 505 Barton Springs Rd 4th Floor Austin, TX 78704

LAND USE REVIEW DISCIPLINE LEADS



Development Services
Manager

Position being filled



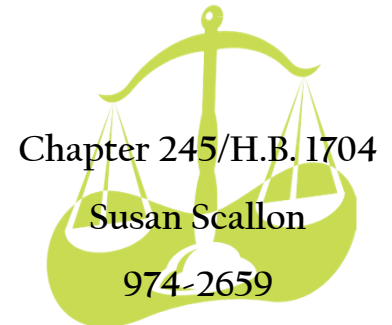
Environmental
Sue Barnett
974-2711

Chapter 25-8



Site Plan
Lynda
Courtney
974-2810

Chapter 25-2 and 25-5



Chapter 245/H.B. 1704
Susan Scallon
974-2659

Texas Statute
Section 245



Transportation
Joe Almazan
974-2674
Sangeeta Jain
974-2689

Chapter 25-6



Water Quality,
Drainage
Andy Lindseisen, P.E.
974-2239

Chapter 25-8



Subdivision

David
Wahlgren
974-6455

Chapter 25-4



Urban Forest
Management
Program

Michael
Embesi
974-1876

Chapter 25-8