



Site Plan Exemption Request Process and Form

NOTE:

A Site Plan Exemption Request is reviewed the next business day after submittal. If the request involves further research, the review will require additional time. The applicant will be informed of the results by email.

Approved exemptions must be picked up within **ten (10) business days** from the approval date.

Denied requests are available for customer pick-up in the Development Assistance Center (DAC) at One Texas Center, 505 Barton Springs Road.

Step 1

Provide all information requested on the attached **Site Plan Exemption Request Form**. An incomplete request form will not be accepted. Specific or additional information regarding the exemption may be attached as a memorandum or letter.

Step 2

Provide a site plat or survey plan as your “exhibit” that shows the existing site conditions and the proposed development activity to be reviewed. Your exhibit should be at a 10 to 30 engineering scale or a 1/8” to 1/2” architectural scale. It should indicate, but is not limited to:

- existing trees
- buildings
- parking areas
- roadways/streets
- accessible parking
- access route
- all areas of impervious cover (existing & proposed)
- erosion controls (i.e.: silt fencing, tree protection)
- limits and type of construction
- location of construction
- on-site sewage (septic) system
- number of currently occupied residential units to be closed or demolished (if 5 or more, tenant notification may be required and a certified form may be required with your application per LDC 25-1-712)

Step 3

Attach the completed request form to your exhibit along with any other supporting materials and submit to the DAC Monday through Friday.

If you have any questions regarding the Site Plan Exemption request process, please contact the DAC staff at (512) 978-4000, Monday through Friday.

To complete this form electronically: Open with Internet Explorer, then [Click Here to Save and continue.](#)

Email Address: _____



Site Plan Exemption Request Form

Site Address: _____

Project Name: _____

Legal Description: _____

Zoning: _____ Watershed: _____ Flood Plain? Yes No

Existing Land Use(s): _____

Proposed Land Use(s): _____

Brief/General Description of the Development being sought:

Attach a detailed description of the proposed development in a memorandum or letter and a site plat or survey plan that graphically indicates, but is not limited to:

- existing trees
- buildings
- parking areas
- roadways/streets
- accessible parking
- access route
- all areas of impervious cover (existing & proposed)
- erosion controls (i.e.: silt fencing, tree protection)
- limits and type of construction
- location of construction
- on-site sewage (septic) system
- number of currently occupied residential units to be closed or demolished (if 5 or more, tenant notification may be required and a certified form may be required with your application per LDC 25-1-712)

I, _____, do hereby certify that I am the
(Print Name)

owner owner's agent (to act as the owner's agent, written authorization from the owner must be provided) of this described property, and in this capacity, submit this request for exemption from the site plan submittal requirements pursuant to Chapter 25-5-2 of the City of Austin Land Development Code.

Furthermore, I certify and acknowledge that:

1. Although the proposed development does not require a formal site plan approval, it may require, prior to beginning any site work, the approval of the subdivision or issuance of a building, remodel, and/or demolition permit;
2. Although the proposed development complies with all applicable zoning regulations, it does not prohibit enforcement of restrictive covenants and/or deed restrictions;
3. The approval of this exemption request does not constitute authorization to violate any provisions of the Austin City Code or other applicable requirements, which includes the use or occupancy of the improvement.
4. The approval notice with paid receipt shall be clearly posted on site and protected from the elements at all times.

(Signature of Requester) Date: _____ Phone: _____

Address: _____