

INTAKE SUBMITTAL CHECKLIST
NEW NON-CONSOLIDATED SITE PLAN APPLICATIONS

City Of Austin Development Services Department

505 Barton Springs Blvd. Austin, TX 78704 Ph. 974-2681, 974-7208 or 974-2350
Fax 974-2620

Departmental Use Only:

File Number: _____ Date Issued: _____

Intake Specialist: _____ Date: _____

Applications Subject to this Checklist:

SPC-03-0001A- Conditional Use Permits, Hill Country Roadway Site Plans and Site Plans w/ no Site Work

Information Required for Submittal:

- ___ 1. Completed application form with all appropriate signatures
- ___ 2. Subject to Big Box Ordinance YES / NO (Ordinance No. 20070215-072)
- ___ 3. *Legible 4"x 4" Location Map on a separate 8½"x11" sheet
- ___ 4. Signed Submittal Verification and Inspection Authorization Form
- ___ 5. Completed and signed TIA Determination Form
- ___ 6. TIA revision fee, if applicable
- ___ 7. *Sealed Engineers Summary Letter
- ___ 8. Plans, 24" x 36"; larger will not be accepted. (Refer to completeness check results for req.#)
 ___ Two (2) copies for completeness check
- ___ 9. *Full size tax maps (1"=100') showing properties within **500'** of the red-lined site area (limits of construction) **or** For projects located outside of Travis County, submit a list of names and addresses of all property owners within a 500' radius of the site.
- ___ 10. Current Tax Certificate
- ___ 11. 1704 Determination
 ___ (If B-E is checked provide 1 extra copy of plans & additional fee required @ completeness check)
- ___ 12. Subject to: ZAP _____ **or** PC _____
- ___ 13. Project Description Form
- ___ 14. Flashdrive @ formal submittal (Exhibit II of application must be on flashdrive w/ names of files/layers)

 ___ A. If there is an existing shared parking agreement which needs to be revised, three (3) copies of the Shared Parking Analysis are required
 ___ B. If the applicant indicates they are requesting a waiver/ variance on the application, then a letter requesting the waiver/ variance must be submitted as well, plus additional fees, if applicable
 ___ C. Small Project Determination Sheet, if applicable

*Not required if Small Project

