CITY OF AUSTIN
Development Services Department
One Texas Center | Phone: 512.978.4000
505 Barton Springs Road, Austin, Texas 78704

Site Plan Revision Overview and Review Procedures
Consolidated/Non-Consolidated

The following information provides General Information and a summary of the Review Procedures necessary for review of a revision to a consolidated or non-consolidated site plan.

General Information

What Is a Site Plan Revision?
A revision is a change to an approved or released site plan initiated by the applicant. Chapter 25-5-61 of the City Code allows a site plan revision to a released site plan that:

- Does not have a significant effect on a neighboring property, the public, or a person who will occupy or use the proposed development
- Is necessary to relocate approved building square footage or parking areas out of a condemned right-of-way area
- Or is necessary to comply with the Americans With Disabilities Act

What a Site Plan Revision Is Not
A site plan revision is not a building permit and does not authorize the construction, demolition, or relocation of buildings. The applicant is responsible for requesting building, demolition, and relocation permits once the site plan revision is approved. A Site Plan Revision is not the same as a Site Plan Correction.

When Is a Project Exempt from the Site Plan Revision Process?
A minor revision may be submitted as a correction. A minor revision includes less than 10,000 square feet of addition to the Limits of Construction, and no significant change requiring a re-analysis of drainage calculations. Site Plan Corrections are reviewed by the Development Assistance Center (DAC). Contact the DAC at (512) 978-4000 for help in determining if the change qualifies as a correction.

Who Approves Site Plan Revisions?
<u>Administrative Approval</u>
If review by the Land Use Commission is not required, the Director of Development Services Department may approve the site plan revision administratively. Administrative site plans within the city limits that include building construction must be **consolidated**. A consolidated site plan consists of two major elements that are submitted and reviewed concurrently, including any revisions:

- The **Land Use Element** includes information on the land use, site design, and layout (such as building height, setbacks, density, and parking) and demonstrates compliance with zoning, site development, and transportation

- The **Construction Element** includes detailed information on the construction aspects of the site design (such as grading, detention, filtration, erosion/sedimentation controls, landscaping, and tree protection) and demonstrates compliance with drainage, water quality, and environmental regulations

Land Use Commission Approval
Approval of the land use element of the site plan revision is required by the Land Use Commission under Section 25-5-142 of the City Code for:

- Conditional Use Permits when required by Chapter 25-2, Subchapter C
- Construction of improvements within a 1000-foot Hill Country Roadway Corridor

Site plans requiring approval by the Land Use Commission can be either **consolidated** (as described above) or **non-consolidated**. A non-consolidated site plan consists of two separate submittals: One for the land use element and one for the construction element. With a non-consolidated revision submittal, approval of the land use element by the Land Use Commission may be obtained before the detailed engineering work required for the construction element is performed. Once the land use element revision is approved by the Commission, the construction element revision may be reviewed and approved administratively, however, both the land use element revision and the construction element revision must be released concurrently.

Fees are different for a consolidated versus non-consolidated revision. Contact the Land Use Review Intake Center for specifics.

Site Plan Revision Review Procedures

The procedures for review and approval of site plan revisions are based on Volume III, Chapter 25 of the City of Austin Land Development Code (LDC). The process is summarized below:

Step I: Development Assessment (Optional)
A person may request an assessment of a proposed development ***prior*** to formal submittal by contacting the Development Assistance Center (DAC). The assessment is based on the information provided by the applicant at the time that an assessment is requested. An assessment of the project includes applicable code requirements pertaining to the site and identification of major development issues. A Development Assessment Application (see http://www.austintexas.gov/page/land-use-applications#site) can be submitted any work day with an appointment to the Intake Office.

Contact:
City of Austin
Development Assistance Center
505 Barton Springs Road
Austin, Texas 78704
Phone: (512) 978-4000

Step 2: Completeness Check
In order to submit a site plan revision for review, an application for Completeness Check must be submitted to the **Intake** staff. No appointment is necessary. Intake reviews the application and pertinent information to determine if all required administrative items have been submitted. Intake then forwards it to the completeness check team, which determines whether the technical items needed for review have been submitted.

An application for completeness check must include:

- Site Plan Revision Application
- Site Plan Review - Completeness Check fee (check, cash, money order, or credit card): see http://www.austintexas.gov/department/fees
- 2 copies of Site Plan sealed by professional engineer and/or Landscape Architect, as required by state licensing regulations
- All Items listed on the completeness checklist, located in the Intake Office and available online at http://www.austintexas.gov/page/land-use-applications#site

The completeness check review takes a maximum of 10 business days from the date of submittal. The applicant will be notified via email or fax whether the application is approved or additional information is required for submittal. When the application is approved, the plans can be formally submitted for a detailed review. **The application must be submitted formally within 45 calendar days of the initial completeness check or it will expire and a new completeness check will be required.**

Contact:
City of Austin
Land Use Review – Intake Section
505 Barton Springs Road
Austin, Texas 78704
Phone: (512) 978-4000

Step 3: Formal Submittal Review Process
The next step is to submit the Site Plan Revision Application to Intake to start the review process. Electronic copies of the application are available online at http://www.austintexas.gov/page/land-use-applications#site.

Applications may be submitted to Intake Monday through Friday. **An appointment is necessary.** Please contact Intake at the number listed above to schedule an appointment. For submittal the applicant will need to provide two (2) folded, full-size, red-lined copies of the released site plan outlining the proposed revision; six (6) folded, full-size (24” x 36”) copies of the revised site plan for consolidated, or four (4) copies for land use or construction plans only, clouding the proposed revision area, and including the revision/correction table on the cover sheet (see Exhibit V: Site Plan Revision Application Instructions); and three (3) engineering reports, along with the remaining balance of the fee (which will be listed on the completeness check response).

Electronic submittal of CADD files and other documents is also required for the initial submittal and every update, as described in Exhibit VIII (Site Plan Revision Application Instructions). A final version of the plans and reports incorporating all changes made during the review process must be submitted electronically prior to release of the site plan.

A Case Manager with the Land Use Review Division is assigned to coordinate interdisciplinary reviews and provide guidance on code requirements and procedures. A review team is also assigned to the project. The team reviews the proposed revision to the plans and prepares a Master Comment Report that contains specific areas of non-compliance. The initial review of the plans by the team can take up to 28 days from the date that the plans were formally submitted. If the site plan revision complies with the provisions of the code and other applicable state and federal regulations, and Commission approval is not required, the site plan revision will be approved administratively. The Master Comment Report can be viewed on the City of Austin website at http://www.austintexas.gov/page/interactive-development-review-permitting-and-inspection.

Step 4: Update
If it is determined that the site plan revision does not comply, the applicant must file an update in order to bring it into compliance. **Contact Intake staff to schedule an appointment and submit the update.** Staff reviews the updates within 14 days of receipt, and the Case Manager will issue additional Master Reports identifying remaining items to be addressed. Updates will be required until the site plan revision is in compliance or the site plan expires.

Updates to the plan must be filed by the applicant within 180 days after the site plan revision has been filed. An applicant can request an extension to the 180-day update period if the request is made prior to the 180-day deadline. The request must be made in writing and the reason for the extension should be specified. Extensions may be granted for good cause at the Director's discretion for up to 180 days. All comments must be cleared prior to the expiration date, or the application will expire and a new application must be submitted.

Step 5: Site Plan Revision Approval and Release
Once all code requirements have been met, the Case Manager will notify the applicant that the site plan revision can be approved administratively or scheduled for Land Use Commission approval if necessary. If Commission approval is necessary, the Case Manager will inform you of the date and time of the public hearing. Commission-approved site plans may be appealed by the applicant or an interested party to the City Council. An appeal must be filed within 14 days of the Commission's action. If the plan is appealed, you will be notified of the date and time of the public hearing before the City Council.

Prior to release of the site plan revision, the original mylar copy of the plans must be updated to reflect the revision. The Case Manager will coordinate a time and place for the applicant to make the changes to the mylar copy. These mylars will be signed by the Case Manager and retained in the City's files. You will receive a complimentary copy of the revised pages. Copies of the mylar will be made for distribution to other City departments, and you may request additional copies to be made for your personal use for an additional fee. A Revision Memo will also be prepared to authorize the changes to the site plan. For utility line, and C.I.P. street and drainage projects, two blueline copies of the approved site plan are required for the Case Manager. An electronic submittal of the final plan is also required, as described in Exhibit VIII (Site Plan Revision Application Instructions). A Site Development Permit will also be prepared to authorize site work on the property, except for work that requires a building, demolition, or relocation permit.

Prior to site plan revision approval all fees must be paid. Additional fees may include but are not limited to: Landscape Inspection, Parkland Dedication, Variance, Notification, Phasing Fee, and Fiscal Surety. The Case Manager will inform you of any required fees prior to preparing the Site Development Permit.

Once all fees have been paid, plans have been copied, and the appeal period has passed, you will be advised that the site plan has been released and will be told when you can make the changes to the mylar and pick up the Revision Memo.