

INTAKE SUBMITTAL CHECKLIST CIP STREETS AND DRAINAGE PROJECTS

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: _____

Information Required for Submittal:

- ___ 1. Completed application form (with all appropriate signatures) & Application Fee
- ___ 2. *Engineering Reports (Refer to completeness check results for required #)
 - ___ Two (2) copies for completeness check
- ___ 3. *Full size tax maps (1"=100') showing properties within **500'** of the redlined site area (limits of construction **or** if project is outside of Travis County provide names and addresses of all property owners within 500' of subject tract on separate sheet.)
- ___ 4. Signed Submittal Verification and Inspection Authorization forms
- ___ 5. *Legible 4" x 4" location map on a separate 8½" x 11" sheet
- ___ 6. *Sealed Engineer's summary letter (same Engineer as sealed on plans)
- ___ 7. Project Description Form
- ___ 8. Plans (24"x36" format **only**) for formal (Refer to completeness check results for required #)
 - ___ Two (2) copies for completeness check
 - ___ One (1) additional set if on State Highway
- ___ 9. Flashdrive @ formal submittal (Exhibit VII of application must be on flashdrive w/ names of files/layers)

*Not required for Small Project