

INTAKE SUBMITTAL CHECKLIST ORDINANCE AMENDMENTS

City Of Austin Planning and Zoning 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:

- Restrictive Covenant Amendments
- Site Plan Deletions (Partial or Total)
- Ordinance Amendments (PDA Agreements, etc.)

Information Required for Submittal:

- ___ 1. Completed application form with appropriate signatures
- ___ 2. ZAP, PC or CC approval is required for this process; submit full size tax maps (1"=100') showing all properties within **500'** of the redlined site area (the entire tract must be redlined).
- ___ 3. Completed and signed TIA Determination Form
- ___ 4. TIA revision fee, if applicable
- ___ 5. Letter addressed to the Planning Commission or Zoning and Platting explaining what the amendment is for, i.e. if it is a site plan deletion, an explanation as to why the deletion is requested
- ___ 6. Signed Submittal Verification and Inspection Authorization
- ___ 7. Legible 4" x 4" Location map on a separate 8½" x 11" sheet
- ___ 8. Current Tax Certificate
- ___ 9. Written authorization from the owner for the agent, if applicable
- ___ 10. Subject to: ZAP _____ or PC _____ Project Description Form
- ___ 11. Project Description Form