

**INTAKE SUBMITTAL CHECKLIST
SUBDIVISION CONSTRUCTION PLANS**

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 and application fee
- ___ 2. *Engineering Reports (refer to completeness check results for required #)
 ___ Two (2) copies for completeness check
- ___ 3. Current tax certificate
- ___ 4. Signed Submittal Verification and Inspection Authorization forms
- ___ 5. *Sealed Engineer's summary letter (same Engineer as sealed on plans)
- ___ 6. Project Description Form
- ___ 7. Flashdrive @ formal submittal (Exhibit VII of application must be on flashdrive w/
names of files/layers)
- ___ 8. Plans, 24" x 36"; larger will not be accepted. (refer to completeness check results
for required #)
 ___ Two (2) copies for completeness check
 ___ One (1) Addition set if on State Highway
- ___ 9. Flashdrive @ formal submittal (Exhibit II of application must be on flashdrive w/
names of files/layers)

*Not required for Small Project