

INTAKE SUBMITTAL CHECKLIST SUBDIVISION PLAT VACATION

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. Complete Subdivision Vacation application form with all appropriate signatures
- ___ 2. Copies of plat to be vacated (or plat containing lot(s) to be vacated) (refer to completeness check results for required #)
 ___ Two (2) copies for completeness check
- ___ 3. Current tax certificate(s) for lot(s) or plat to be vacated
- ___ 4. Copy of owner's deed(s) showing ownership of lot(s) or plat to be vacated
- ___ 5. Executed and notarized vacation document
- ___ 6. Submittal Fee
- ___ 7. Subject to : ___ ZAP or ___ PC
- ___ 8. 8 ½ x 11 copy of plat (need at formal submittal)
- ___ 9. Project Description Form