

**INTAKE SUBMITTAL CHECKLIST
UTILITY LINE 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 applicable signatures
- ___ 2. *Engineering reports (Refer to completeness check results for required #)
 ___ Two (2) copies for completeness check
- ___ 3. *Full size tax maps (1"=100') showing all properties within **500'** of red-lined site area (limits of construction) **or** for projects located outside of Travis County, submit a list of names and addresses of all property owners within a 500' radius of site
- ___ 4. Signed Submittal Verification and Inspection Authorization form
- ___ 5. *Legible 4" x 4" location map on a separate 8½ x11 sheet
- ___ 6. *Sealed Engineer's summary letter, same engineer as sealed on plans
- ___ 7. Plans 24" x 36" (larger will not be accepted) (Refer to completeness check results for required #)
 ___ Two (2) copies for completeness check
 ___ One (1) additional set needed if located on State Highway
- ___ 8. Application fee- unless franchised utility applying
- ___ 9. Project Description Form

*Not required for Small Projects