

Travis County TNR Development Services Division

700 Lavaca, 5th Floor, P.O. Box 1748, Austin, TX 78767-1748
(512) 854-9383

SUBDIVISION APPLICATION

COMPLETED APPLICATION CHECKLIST FOR PRELIMINARY PLANS AND FINAL PLATS IN TRAVIS COUNTY OUTSIDE THE CITY OF AUSTIN ETJ

This form represents the requirements for a completeness review for all preliminary plan and final plat applications, and a copy of this completed form will be required with a subdivision application submittal. Failure to provide all the information required for completeness will result in the determination that the application is incomplete, and missing information will be required to be provided before the application is accepted as a complete submittal. Applications deemed to meet completeness criteria will be invoiced for the required application fee. The application file will be considered filed for review once the application has been deemed complete, the application fee has been invoiced, and payment has been received from the applicant. Applications are subject to Chapter 464, Travis County Floodplain regulations, Chapter 482, Travis County Development Regulations, as well as all other applicable federal, state, and local requirements.

Project Name on Plan/Plat: _____

Street Location: _____ Acreage: _____

Application Type:

- ☐ Preliminary Plan
- ☐ Plat Cancellation
- ☐ Revised Preliminary (Name): _____
- ☐ Short Form Plat (*No Streets*)
- ☐ Long Form Plat (*Proposed Streets*)
- ☐ Revised/Resubdivided Plat (Name): _____

Watershed: _____

Tax Map Parcel ID: _____

FEMA Floodplain Panel Number(s): _____

City ETJ:

- ☐ No
- ☐ Yes - City Name: _____

OWNER INFORMATION

Name: _____
Contact: _____
Street Address: _____
City/State/Zip: _____ Phone: _____
E-Mail (required): _____

PRIMARY CONTACT / AGENT INFORMATION

Firm Name: _____
Contact: _____
Street Address: _____
City/State/Zip: _____ Phone: _____
E-Mail (required): _____

ENGINEER INFORMATION

Firm Name: _____
Contact: _____
Street Address: _____
City/State/Zip: _____ Phone: _____
E-Mail (required): _____

SURVEYOR INFORMATION

Firm Name: _____
Contact: _____
Street Address: _____
City/State/Zip: _____ Phone: _____
E-Mail (required): _____

FRONTAGE ON EXISTING ROAD

County Road: _____

State Road: _____

Private Road: _____

LAND USE CATEGORIES

SINGLE FAMILY Number of Lots: _____ Total Acreage: _____

NON-SINGLE FAMILY Number of Lots: _____ Total Acreage: _____

RIGHT OF WAY Public Linear Feet: _____ Private Linear Feet: _____

UTILITY PROVIDERS

Water Provider Company Name: _____

Wastewater Provider Company Name: _____

Electric Provider Company Name: _____

Applicant Printed Name: _____

Phone: _____ Email: _____

Signature of Property Owner or Agent*: _____

Date: _____

***If signed by agent, attach written authorization signed by the Owner of Record designating him/her as agent.**

COMPLETENESS CHECK

PLEASE INCLUDE THE FOLLOWING ITEMS FOR COMPLETENESS CHECK FOR APPLICATION TO BE ACCEPTED FOR FORMAL SUBDIVISION REVIEW:

- ☐ Cover Letter signed and sealed by a Texas Licensed Engineer describing the project, listing all jurisdictions affecting the project and required approvals from each, identifying all prerequisites and certifying their completion, and listing all submitted documents that comprise the completed application.
- ☐ Code Compliance Summaries for Chapter 482 requirements (Engineering Review on all applications, Environmental Review as applicable, Chapter 464 requirements, Transportation Criteria Manual Requirements, Drainage Criteria Manual Requirements completed and signed and sealed by Texas Licensed Engineer. (See <https://www.traviscountytexas.gov/tnr/development-services/apply-for-a-permit/subdivision-application> for download links).
- ☐ Copy of the preliminary plan or final plat; sealed by Texas Licensed Engineer and Registered Public Land Surveyor, as applicable.
- ☐ Tax certificates for Preliminary Plan and Final Plat. Deed(s) of property.
- ☐ Copies of previous plats for Revised/Resubdivided Plat applications.
- ☐ All Engineering documentation required by code (see compliance summaries), including Engineering and Drainage Report with all required information and calculation data. Electronic input files for computer programs utilized provide.
- ☐ Texas Licensed Engineer's seal and signature.
- ☐ Authorization letter if the owner is not submitting the application.
- ☐ Water Availability Certification if the water source is well. Please contact Travis County Natural Resources at (512) 854-9437 or hydrogeo@traviscountytexas.gov regarding compliance with Chapter 482 water availability rules before submittal.
- ☐ Letters from water and wastewater utility providers, if applicable. For a final plat or revised plat, a letter from the water and wastewater utility provider on their letterhead indicating their concurrence to provide water and wastewater service is required where applicable from the utility.
- ☐ If the wastewater provider is on-site septic system, a separate review will be required by Travis County (under Chapter 484), LCRA, or the City of Austin, with associated applications and fees.

TECHNICAL REVIEW

THE FOLLOWING ARE REQUIRED BEFORE COMPLETION OF TECHNICAL REVIEW AS APPLICABLE TO YOUR PROJECT:

- ☐ TRANSPORTATION ASSESSMENT with TNR-approved scope attached, has been submitted and is under review by TNR, or review has been completed and mitigations identified. Provide documentation from TNR Public Works. (See <https://www.traviscountytexas.gov/tnr/public-works/tia-guidelines> for submittal documents and guidance documentation.)
- ☐ Draft Phasing Agreement on Travis County template addressing mitigations identified in the Transportation Assessment and development triggers for their construction and related fiscal posting.
- ☐ Fiscal Surety Cost Estimates signed and sealed by Texas Licensed Engineer Executed Subdivision Construction Agreements.
- ☐ Parkland Fee in Lieu calculation (payment required prior to completion of technical review.)
- ☐ Travis County Fire Marshal approval.
- ☐ Easement Vacations addressed: Documentation of easement vacation, if subdivision process is required first, provide documentation of Easement Holder agreement to vacate along with completed vacation documents.
- ☐ TxDOT approvals for right-of-way dedication, use, driveway, and roadway connections
- ☐ LCRA Highland Lakes Watershed Ordinance compliance
- ☐ Utility Providers Authorizations, including Septic Review (Provide listing)
- ☐ FEMA CLOMR, LOMR approvals
- ☐ United States Army Corps of Engineers approvals
- ☐ All proposed variances and proposals for alternative compliance identified and addressed
- ☐ Approval for use of any alternative standards Floodplain Variances
- ☐ Request for Detention Waiver
- ☐ Environmental Variance
- ☐ Alternative Equivalent Compliance for Water Quality

Project Assessment Process:

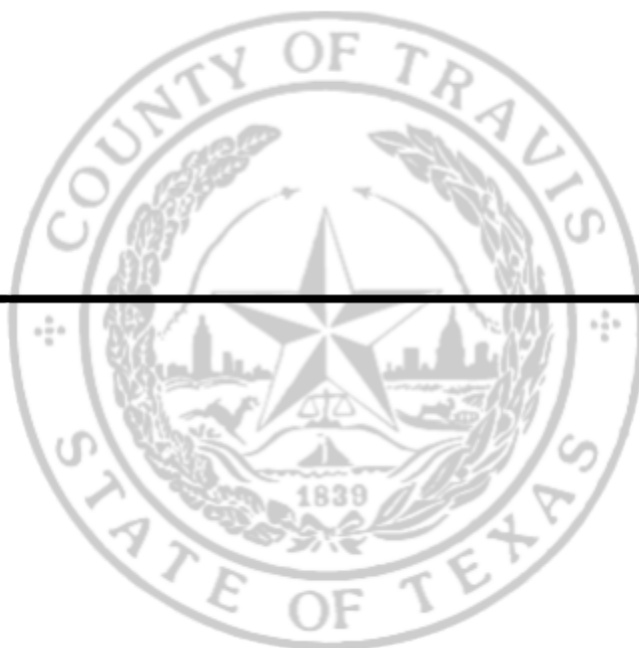
A Project Assessment Process is available to applicants to facilitate discussion regarding required documents and the application process. Applicants are strongly encouraged to utilize this process to both determine requirements affecting their project and streamline project review. Information required to be submitted for a Project Assessment process shall be the minimum requirements to establish "Fair Notice" as identified in Travis County Chapter 482 (See Master Development Report).

Please contact TNR Development Services at (512) 854-9383 for more information.

Checklist Updates:

Please refer to the Travis County Website for the latest version of the Subdivision Application Completed Application Checklist. Submittals will be required to be submitted with the current checklist document form at the time of submittal.

<https://www.traviscountytx.gov/tnr/development-services/apply-for-a-permit/subdivision-application>



Internal:

Accepted for completeness (except for fee) by: _____

Date: _____

Invoiced Fees paid on: _____