



**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: \_\_\_\_\_

R.O.W Linear Footage: Public: \_\_\_\_\_;    Private: \_\_\_\_\_

## UTILITY PROVIDERS

Water Provider Company Name: \_\_\_\_\_

Waste Water Provider Company Name: \_\_\_\_\_

Electric Provider Company Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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.**

Please include the following items for completeness check to be accepted for subdivision review.

### COMPLETENESS CHECK:

\_\_\_\_\_ Cover Letter signed and sealed by Texas Licensed Engineer describing project, listing all jurisdictions affecting project and required approvals from each, identifying all prerequisites and certifying their completion, and listing all submitted documents that comprise the completed application.

\_\_\_\_\_ All Prerequisites Complete Documentation. Include documentation of completion/approval of all prerequisite processes.

\_\_\_\_\_ 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.

\_\_\_\_\_ Copy of the preliminary plan, final plat, and subdivision construction plans; sealed by Texas Licensed Engineer and Registered Public Land Surveyor as applicable

\_\_\_\_\_ Tax certificates for Preliminary Plan and Final Plat.

\_\_\_\_\_ Deed of property.

\_\_\_\_\_ 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 provided.

\_\_\_\_\_ Texas Licensed Engineers seal and signature.

\_\_\_\_\_ Authorization letter if the owner is not submitting the application.

\_\_\_\_\_ Water Availability Certification, if the water source is well. Please contact Vicky Kennedy (512) 854-4208 regarding compliance with Chapter 482 water availability rules before submittal.

\_\_\_\_\_ Letters from water and waste water utility provider if applicable. For a final plat or revised plat, a contract to provide water is required where applicable from the utility.

\_\_\_\_\_ If the waste water provider is on-site septic system, a separate review will be required by Travis County, LCRA, or the City of Austin, with associated applications and fees.

**PREREQUISITES REQUIRED FOR FILING COMPLETED APPLICATION**

**Approvals from all outside jurisdictions are required prior to submittal of a completed application. In addition, variances, waivers, or the use of alternative standards also require approval prior to submittal of a completed application. This list may not reflect all jurisdictions affecting the project; the applicant is responsible for identifying all jurisdictions and approvals required for their project. Each item as applicable below, and each prerequisite identified by the applicant, require documentation addressing the approval of the prerequisite requirement. Please see “Project Assessment Process” as listed below regarding assistance in determining prerequisite processes for your application.**

**Example Prerequisites: (Your listing should be a complete list with all Prerequisites identified)**

\_\_\_\_\_ TRAFFIC IMPACT ANALYSIS with TNR-approved scope attached, has been submitted, review completed by TNR, and mitigations identified.

\_\_\_\_\_ Draft Phasing Agreement on Travis County template addressing mitigations identified in the TIA and development triggers for their construction.

\_\_\_\_\_ Fiscal Surety Cost Estimates signed and sealed by Texas Licensed Engineer.

\_\_\_\_\_ Executed Subdivision Construction Agreements.

\_\_\_\_\_ Parkland Fee in Lieu calculation and payment.

\_\_\_\_\_ 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 Variances

\_\_\_\_\_ Alternative Equivalent Compliance for Water Quality

\_\_\_\_\_ Other Prerequisites (Include itemized list along with approval documentation)

**Application Voided, and New Application Process Required:** If any additional prerequisites, including variances, are determined to be required after an application is deemed complete and submitted for review, the application will be considered void and will need to be re-filed after all prerequisite requirements have been addressed, documentation confirming the completion of the prerequisite is included in the application, and the application has been modified as applicable to conform to any requirements of the prerequisite approval.

**Project Assessment Process:**

A Project Assessment Process is available to applicants to facilitate discussion regarding prerequisite items 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 at <https://www.traviscountytx.gov/tnr/permits/subdivisons> 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.

Accepted for completeness (except for fee) by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Invoiced Fees paid on: \_\_\_\_\_