



**PURPOSE:** This Concept Site Plan application gathers sufficient information for City of Austin staff to provide feedback and commitments to applicants before submitting a formal development application for site plan review.

A Concept Site Plan is an optional tool for obtaining a determination from the City regarding how City development regulations apply to a proposed project. The process is designed to help applicants evaluate the development potential of a project in advance of submitting a fully designed site plan.

Any person considering development of land within the jurisdiction of the City of Austin [full-purpose and limited purpose city limits, and extraterritorial jurisdiction (ETJ)] may request a Concept Site Plan.

A Concept Site Plan may be used to provide a recommendation or commitment on a waiver, variance, or alternative equivalent compliance in addition to providing a detailed assessment of the project highlighting potential code and criteria deficiencies.

A Concept Site Plan application may constitute a fair notice application for the purposes of establishing vested rights to current regulations for a new project. The requirements for requesting a Fair Notice with Concept Site Plan are included Section 15.3 of the Building Criteria Manual.

A meeting with the review team will be scheduled to discuss comments and provide any clarifications needed.

This application is a fillable PDF that can be completed electronically. To ensure your information is saved, [click here to Save](#) the form to your computer, then open your copy and continue.

The Tab key may be used to navigate to each field; Shift + Tab moves to the previous field. The Enter key activates links, emails, and buttons. Use the Up & Down Arrow keys to scroll through drop-down lists and check boxes, and hit Enter to make a selection.

This application must be complete and accurate prior to submittal.

All information is required (if applicable).

## Section 1: Project Information

Project Name: \_\_\_\_\_

Project Street Address:

\_\_\_\_\_  
\_\_\_\_\_

Zip: \_\_\_\_\_

—OR—

If project address cannot be defined, such as utility lines, provide the following information:

Approximate distance: \_\_\_\_\_ direction:  from the intersection  
of: \_\_\_\_\_ and: \_\_\_\_\_  
on the:  side

Subdivision Name:

\_\_\_\_\_  
\_\_\_\_\_

Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_ Outlot: \_\_\_\_\_

Plat Book: \_\_\_\_\_ Page Number: \_\_\_\_\_

Document Number: \_\_\_\_\_ Case Number: \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_

## Section 2: Applicant/Agent Information

Applicant Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Type 1:

Phone 2: \_\_\_\_\_ Type 2:  Phone 3: \_\_\_\_\_ Type 3:

### Section 3: Owner Information

Same as Applicant      Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Firm: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Type 1:

Phone 2: \_\_\_\_\_ Type 2:  Phone 3: \_\_\_\_\_ Type 3:

### Section 4: Engineer Information

Not Applicable       Same as Applicant      Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Type 1:

Phone 2: \_\_\_\_\_ Type 2:  Phone 3: \_\_\_\_\_ Type 3:

### Section 5: Other Professional/Trade Information

Not Applicable       Same as Applicant      Type:

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Type 1:

Phone 2: \_\_\_\_\_ Type 2:  Phone 3: \_\_\_\_\_ Type 3:

## Section 6: Property Attributes

Watershed:  Watershed Class:

In City of Austin Edwards Aquifer Recharge Zone?  Yes  No

Land Development Jurisdiction:  Full-Purpose  Limited-Purpose  2-Mile ETJ  5-Mile ETJ

County:  Travis  Williamson  Blanco  Hays  Burnet

If within a Municipal Utility District, give name: \_\_\_\_\_

Has there been a Development Assessment?  Yes  No File Number: \_\_\_\_\_

Size of Property: Acres \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Size of Limits of Construction (LOC): Acres \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

## Section 7: Proposed Land Use (by summary)

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Existing Use	Acres	Number of Units	Proposed Use
<b>Totals:</b>			

## Section 8: Basic Submittal Requirements for a Concept Site Plan

Additional information may be requested if commitments such as a waiver, variance, and alternative equivalent compliance are requested. The CSP process does not require a complete plan, and the outcomes of the process will be limited by the information provided to staff.

### Site Plan Review

- Summary letter included
- Legal description, Land Status Report – if applicable
- Signature on application matches owner on tax certificate or warranty deed (tax certificate required, but taxes need not be paid prior to completion of process)
- Copy of development agreements such as PUD or MUD
- Zoning compliance demonstrated (including Subchapter E, compatibility, etc.)
- Site calculation table including:
  - Proposed use and sq. ft. of each use
  - FAR for each zoning district
  - Impervious cover and building coverage for each zoning district and total for the site
  - Building height
- Building table indicating:
  - Proposed use and sq. ft. for each use
  - Number of stories
  - Proposed height
  - Total square footage for building
- Subchapter E addressed:
  - Correct roadway type
  - Building placement
  - Sidewalk layout correctly shown
  - Alternate equivalent compliance noted, if requested
- Chapter 245 application included and signed by applicant

### Water Quality and Drainage Engineering Review

- Engineer's project summary letter (signed, sealed, dated by P.E.)
- Ponds & methods
- If Fee-In-Lieu will be requested, provide worksheet
- Provision for flood control compliance (statement in summary letter that detention will be provided on-site or documentation of RSMP participation feasibility meeting and full RSMP application package as discussed at feasibility meeting – refer to website for detailed requirements)
- Floodplain delineations and drainage easements (or ROW) for fully developed condition flows
- Drainage area map (off-site and on-site) with flow patterns.
- Detailed drainage/2-year peak flow control/water quality plan and physical data (existing and proposed) for associated infrastructure
- Preliminary drainage system layout & map
- Applicable ECM Appendix R Table for water quality on water quality plan sheet

## Regional Stormwater Management Program Participation Review

- Complete application form
- All applicable attachments (engineer's report, participation request letter, exhibits, modeling files for RSMP-specific drainage analysis)
- Summary of outcome of feasibility meeting (meeting required to be held prior to submittal for completeness check)
- 2-year peak flow control required per ECM 1.6.8 regardless of status of RSMP participation

## Floodplain Review

- Floodplain note on the cover page with:
  - Correct FEMA FIRM Panel number and revision letter (suffix)
  - Correct effective date
- Lowest Finished Floor Elevation (FFE) on all proposed structures in relation to Mean Sea Level (MSL) (regardless of whether or not proposed structure is in the floodplain) (see BCM 5-8.C.1.A)
- FEMA 100-year floodplain clearly delineated
- City of Austin regulatory floodplains clearly delineated
- Easement (either existing or proposed) to fully contain both the COA and FEMA floodplains clearly delineated
- If topographic lines indicate a defined channel on or near the site with less than 64 acres of contributing drainage area, an easement in compliance with DCM 1.2.4. is delineated and dedicated (with easement document note)
- If topographic lines indicate a defined channel on or near the site with greater than 64 acres of contributing drainage area, a floodplain study must be provided in addition to the requisite drainage easement.
- If parking is proposed in the fully developed 100-year floodplain (disallowed in 25-year floodplain), the average depth must be *less than* eight inches and the greatest depth *no more than* twelve inches. (see LDC 25-7-95)
- No development in the COA regulatory floodplains unless allowed by exception(see LDC 25-7-93 and 25-7-96) or variance (see LDC 25-7-92)
- If alterations are proposed to the FEMA floodplain which require a CLOMR or LOMR, relevant modeling and applications must be provided for review.

## Environmental and City Arborist Review

- Identify known variances (25-8-41 & 42 and 25-8-641 & 25-8-642).
- Tree Survey for trees 8" diameter and larger (minimum requirement is Tree Survey for Protected and Heritage Trees)
- Critical Environmental Features identified (25-8-281)
- Environmental Resource Inventory (if required by code) 25-8-121. Add the ERI if any of the following conditions exist:
  - Over the recharge zone
  - Over the contributing zone
  - With a gradient of more than 15%
  - Floodplain present on site
  - CWQZ present on site
  - WQTZ present on site
- Landscape plans (optional; but *preferred* and will provide maximum review quality)

## Transportation Review

- Driveways and parking – the more data that is provided, the more commitment to comments will be provided.
  - Detailed information regarding spacing, dimensions, and calculations *required* if any transportation waivers are discussed.
- Driveway spacing
- Traffic Impact Analysis: Worksheet scope signed and complete
- Subchapter E internal circulation routes and sidewalks, as applicable

## Utilities

Concept Site Plan applications will be distributed to Austin Water and Austin Energy for review. Their review and feedback is dependent on the quantity and quality of data the application provides. The closer the application is to a full application, the more commitment to approved questions and concepts will be available.


- Austin Water
  - A general location map
  - Location, size and description of other utilities where they may conflict with water or wastewater mains or other service lines.

## **Section 9: Additional Information**

1. Please indicate the reason(s) a concept site plan is desired:

(Examples: waiver or variance recommendation, AEC request, general feedback, RSMP recommendation, etc.)

2. Please indicate any questions, clarification, or specific feedback you are requesting with this concept site plan:

A large, empty rectangular box with a thin black border, intended for the user to provide questions, clarifications, or feedback regarding the concept site plan.