



# Site Plan Exemption Request Form

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)  
For submittal and fee information, see [austintexas.gov/digitaldevelopment](http://austintexas.gov/digitaldevelopment)

***Download document before entering information.***

**NOTE:**

Upon completion of staff review, the applicant will be informed of results by email.

An Austin Build + Connect (AB+C) account is required to submit this form.

Register at Austin Build + Connect: <http://austintexas.gov/page/austin-build-connect-abc>.

Provide all information requested on the attached **Site Plan Exemption Request Form**. An incomplete request form will not be accepted. Specific or additional information regarding the correction may be attached as a memorandum or letter.

For instructions on digital submissions, please visit [Digital Development](#).

If you have any questions regarding the Site Plan Exemption request process, please contact the DAC staff at 311 or (512) 974-2000 outside Austin, Monday through Friday.

Email Address: \_\_\_\_\_

Austin Build + Connect (AB+C) ID#: \_\_\_\_\_

To locate your Austin Build + Connect (AB+C) ID number, login to your account and navigate to My Profile.



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Site Address: \_\_\_\_\_

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

Legal Description: \_\_\_\_\_  
\_\_\_\_\_

Zoning: \_\_\_\_\_ Watershed: \_\_\_\_\_ Flood Plain?  Yes  No

Existing Land Use(s): \_\_\_\_\_

Proposed Land Use(s): \_\_\_\_\_

Brief/General Description of the Development being sought:

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

**Attach a detailed description of the proposed development in a memorandum or letter and a site plat or survey plan that graphically indicates, but is not limited to:**

- existing trees
- buildings
- parking areas
- roadways/streets
- accessible parking
- access route
- all areas of impervious cover (existing & proposed)
- erosion controls (i.e.: silt fencing, tree protection)
- limits and type of construction
- location of construction
- on-site sewage (septic) system
- number of currently occupied residential units to be closed or demolished (if 5 or more, tenant notification may be required and a certified form may be required with your application per LDC 25-1-712)

I, \_\_\_\_\_, do hereby certify that I am the  
(Name)

owner  owner's agent (to act as the owner's agent, written authorization from the owner must be provided) of this described property, and in this capacity, submit this request for exemption from the site plan submittal requirements pursuant to Chapter 25-5-2 of the City of Austin Land Development Code.

Furthermore, I certify and acknowledge that:

1. Although the proposed development does not require a formal site plan approval, it may require, prior to beginning any site work, the approval of the subdivision or issuance of a building, remodel, and/or demolition permit;
2. Although the proposed development complies with all applicable zoning regulations, it does not prohibit enforcement of restrictive covenants and/or deed restrictions;
3. The approval of this exemption request does not constitute authorization to violate any provisions of the Austin City Code or other applicable requirements, which includes the use or occupancy of the improvement.
4. The approval notice with paid receipt shall be clearly posted on site and protected from the elements at all times.

\_\_\_\_\_  
(Signature of Requester) Date: \_\_\_\_\_ Phone: \_\_\_\_\_

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