

ADMINISTRATIVE COMPLETENESS CHECKLIST

FOR SITE AND/OR NPS PLAN AMENDMENT

PERMIT APPLICATIONS

Amendments to Site/NPS Plans shall be administratively approved by the Planning Director provided such modifications meet the criteria defined in Section 3.5.4(I) of the Unified Development Code (UDC). Should proposed modifications exceed these criteria, the proposed Amendment may require a new Site Plan Application.

Instructions: Create a new “Site/NPS Plan Amendment Permit” application at the My Government Online portal (<https://www.mygovernmentonline.org/>) and upload the following documents as applicable:

- Project Summary Letter describing proposed changes
- Amended site/NPS construction plan sheets with proposed changes clouded and revision block included
- Amended engineering report, if applicable
- Pay applicable fees
- Applicant, Engineer, and Property Owner Information
- Proof of Ownership (e.g. Deed)
- Notarized Authorization to Apply on Behalf of Owner (*if applicant different than owner*)
- Transmittal Letters to other reviewing entities (*WTC-PUA or WCID 17; Austin Energy; Lake Travis Fire & Rescue, Travis County (if in ETJ), if applicable*)
- Other Agency Permits (*if applicable*)

