

ADMINISTRATIVE COMPLETENESS CHECKLIST

FOR SITE AND/OR NPS PLAN AMENDMENT

PERMIT APPLICATIONS

Minor Amendments to site/NPS plans may be administratively approved by the City Manager provided such modifications meet the criteria defined in Section 32.02.005(k)(5). Should proposed modifications exceed this criteria, the Major Amendment may require Planning & Zoning Commission and City Council approval.

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
- Revised site/NPS construction plan sheets with proposed revisions clouded and revision block included
- Fees; to be determined based on minor or major revision designation
- 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*)

