



## SITE AND/OR NPS PLAN AMENDMENT APPLICATION CHECKLIST

### APPLICANT AND PROJECT INFO

Applicant Name: \_\_\_\_\_  
Applicant Phone #: \_\_\_\_\_  
Applicant Email: \_\_\_\_\_  
  
Project Name: \_\_\_\_\_  
Project Location: \_\_\_\_\_

This checklist is intended to provide information and data needed to constitute a complete application. A request for a Site and/or NPS Plan Amendment requires review by staff and approval by the Planning Director provided such modifications meet the criteria defined in Section 3.5.4(l) of the Unified Development Code (UDC). Should proposed modifications exceed these criteria, the proposed Amendment may require a new Site Plan Application. **Incomplete applications will not be accepted.**

### SITE AND/OR NPS PLAN AMENDMENT APPLICATION GENERAL INFORMATION

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:

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