



## RESIDENTIAL DEMOLITION SUBMISSION CHECKLIST

Apply online through [www.mygovernmentonline.org](http://www.mygovernmentonline.org)

<input type="checkbox"/> Signed Owner Authorization	(Separate Form)
<input type="checkbox"/> Responsible Party Form <a href="#">Sec. 101-251. - Designation of responsible person for compliance</a>	(Separate Form)
<input type="checkbox"/> <u>Recorded subdivision plat</u> of the property in compliance with the requirements of <a href="#">Land Development Code: Chapter 105- Subdivisions</a> showing the property as a platted lot in a platted subdivision and recorded by Travis County Clerk’s office.	
<input type="checkbox"/> <u>Tax Certificate</u> issued by Travis County showing all taxes have been paid for the previous year. The original tax certificate will have an embossed County seal. Call 512-854-9473 or email <a href="mailto:TaxOffice@co.travis.tx.us">TaxOffice@co.travis.tx.us</a> to request the Tax Certificate, providing the address, legal description and owner’s name.	
<input type="checkbox"/> <u>Topographic Survey</u> ( <a href="#">Sec. 101-2 with respect to IRC Section 109.1.5.2</a> ) <ul style="list-style-type: none"> <li>• This is also called a “Design Survey” in the surveying industry</li> <li>• Provide a survey with existing features including but not limited to:             <ul style="list-style-type: none"> <li>◊ Boundary</li> <li>◊ Topography showing major ground breaks</li> <li>◊ Improvements</li> </ul> </li> <li>• In addition, these features shall be located by sufficient horizontal and vertical ties and labeled on the sheets to permit accurate scaling and identification.</li> <li>• Survey exhibit should contain the horizontal and vertical monument used as a basis of the survey performed, as well as the identified high and low points of natural ground.</li> </ul>	Applications with a survey that does not meet these criteria will be considered incomplete and will not be accepted.
<input type="checkbox"/> <u>Digital cad files and survey field data points</u> in a .txt or .csv format or detailed field notes with a corresponding field sketch of aboveground improvements with elevations shown.	Applications that do not submit these files will be considered incomplete and will not be accepted.

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<input type="checkbox"/> <u>Sedimentation and soil erosion control plan</u> <a href="#">Sec. 103-236(2)(b) Site improvement plan submittal requirements.</a>	
<input type="checkbox"/> <u>Tree Survey</u> <a href="#">Sec. 107-376. - Development application requirements</a> <ul style="list-style-type: none"> <li>• Identify existing trees on the property that are at least 12 inches in diameter measured four and one-half feet above the ground;</li> </ul>	<p style="color: red;">Additionally, if trees are proposed to be removed, a <u>Tree Removal Permit Application</u> MUST be submitted through MGOConnect</p>
<input type="checkbox"/> <u>Tree Protection Plan</u> <a href="#">Sec. 107-376. - Development application requirements</a> <ul style="list-style-type: none"> <li>• Tree protection plan for protecting all protected trees that are not approved for removal</li> <li>• Demonstrate that the design will preserve the existing natural character of the landscape as to any protected trees not approved for removal</li> </ul>	
<input type="checkbox"/> <u>Notice of Application-</u> ( <a href="#">Sec 101-93</a> ) <b>The City will provide you these forms to you only after the City considers your application complete.</b> <ul style="list-style-type: none"> <li>• Notices must be sent to all property owners within 250 feet of the project.</li> <li>• If the notice is served by mail, 3-days shall be added to the prescribed period (now equaling 18-days) to allow public review of your application and plans.</li> <li>• The application and plans will be sent to review after the prescribed period has ended.</li> </ul>	<p style="color: red; text-align: center;"><b>FAILURE TO PROPERLY NOTICE MAY RESULT IN YOU HAVING TO RE-NOTICE AND RESETTING OF THE PRESCRIBED PERIOD</b></p>