



DISCLOSURE PROCESS AND DISCLOSURE LETTER - CAPITAL METRO, AUSTIN, TX

Process

Process for City applications for site plan approval, zoning variances, or other City Development office applications concerning property within 500 feet of our Rail ROW:

[] gets a notice, hands it to [], who reviews to see if this warrants a notice. (Someone putting up a fence would not, for example.)

[] fills out the form letters to the applicant and the property owner using the contact info from the City's development site:

https://www.ci.austin.tx.us/devreview/a_queryfolder_permits.jsp

The letter is signed by the Real Estate Manager.

[] sends contact info to the Community Involvement team, with a request to be notified after the phone call to the applicant has been made.

[] sends the letter(s), return receipt requested, to both the applicant and the owner, and sends a cc to the City staff person listed on the application, and then sends internal cc's to Legal and Community Involvement .

[] enters the info into the log of Development Notices.

And then we are done, unless the applicant or proerty owner responde to the letter. If so, we answer questions that essentially repeat the information in the letter.

The paper copies should go back to the Real Estate Manager's files.