Site Plan Revision Application Instructions
Consolidated/Non-Consolidated

Building a Better and Safer Austin Together

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For submittal and fee information, see austintexas.gov/digitaldevelopment

The following information outlines the Application Instructions and Submittal Requirements necessary for review of a revision to a consolidated or non-consolidated site plan. Regardless of ordinances in effect at the time the original site plan was approved and released, revisions are subject to current City of Austin Land Development Code (LDC) requirements. The regulatory requirements and procedures for approval are defined in Volume III, Chapter 25 of the LDC. Chapter 25 was adopted by City Council in order to protect the health, safety, and welfare of the Austin community.

Additional information about the site plan permitting process and code requirements can be obtained prior to submitting a site plan revision application by visiting http://austintexas.gov/digitaldevelopment.

Application Instructions

The application must be complete and accurate prior to submittal. Please refer to the descriptions below to ensure all information is entered correctly. To access the application, please see Site Plan Revision Application at http://www.austintexas.gov/page/land-use-applications#site. Note that the application is a fillable PDF, and must first be SAVED TO COMPUTER to be completed.

All information is required (if applicable).

Section 1: Project Information

Project Name
Provide the name of the proposed project.

Project Street Address (or range)
Provide the street address of the project, or range of addresses for all streets abutting the property. For assistance, call: (512) 974-2797; or email: addressing@austintexas.gov.

Description of Proposed Development
Provide a summary description of the proposed project, including type of development, number of buildings, and other proposed site improvements such as parking, water quality/detention ponds, landscaping, etc.

Legal Description or Subdivision Reference
The site plan will not be released unless it has been determined the tract is a legal lot/tract. This determination will be made during the review process, and if it cannot be determined the tract is a legal lot/tract, the applicant will be requested to prove legal lot status or subdivide. If a subdivision is required, it must be recorded prior to the release of the site plan.

Legal Description such as:

- East 50 feet of Lot 1, Block A, Austin Subdivision
- One acre out of the Santiago Del Valle Grant, as recorded in Volume 1, Page 1, of Travis County Deed Records

Deed Reference

The volume, document number, and page numbers of the deed conveying the property to the present owner and the total size of the property conveyed shall be shown. This information is on your deed, or is available from your title company, through the Travis Central Appraisal District website at http://www.traviscad.org/property_search.html, or the Travis County Clerk's Office at 5501 Airport Boulevard. Williamson County information is available on the Williamson Central Appraisal District website at http://www.wcad.org/.

Tax Parcel Number(s)

These numbers may be found on the tax plats or tax certificates you are providing. The Intake Center or Document Sales Window can assist you with these numbers.

Section 2: Applicant/Agent Information

Provide all contact information. If an agent is designated, this is considered the "Applicant" and will be the primary contact.

Section 3: Owner Information

Provide all contact information if the owner is not the applicant. The current owner must sign the application or attach a written authorization for the agent. Be sure all signatures are legible and address information is correct.

Section 4: Engineer Information

Provide all engineer contact information, if applicable.

Section 5: Other Professional/Trade Information

Provide all professional and/or trade contact information, if applicable. Examples include general contractor, electrical contractor, landscape architect, etc.

Section 6: Property Attributes

S.M.A.R.T. Housing

S.M.A.R.T. Housing projects include a residential element meeting affordability requirements. A pre-certification letter from Neighborhood Housing and Community Development Department and subsequent pre-submittal meeting is required prior to the site plan application submittal. For more detailed information regarding submittal requirements, expedited timeframes, and discounted fees, please visit http://www.austintexas.gov/department/housing-developer-assistance.

To determine the following information, refer to the GIS Viewer on the Development website at http://www.austintexas.gov/GIS/DevelopmentWebMap/:

- Smart Growth Zone/Drinking Water Protection Zone
- Watershed
- Watershed Classification
- Edwards Aquifer Recharge Zone
- Land Development Jurisdiction

Current Watershed Protection Regulations
In order to determine if your project is not subject to current watershed regulations, you must also submit your Chapter 245 Determination form with this application.

School District
Provide the name of the school district that this project is located within.

Hill Country Roadway
The following information is required when a project is located within a Hill Country Roadway Corridor (see Land Development Code Chapter 25-2, Article 11 for more information):

- Construction lines, including all buildings, parking and vehicular use areas, and all areas of required cut and fill
- Methods of screening all air conditioning and heating units, penthouses, parapet walls, or water storage reservoirs for fire safety from public view, both vertically and horizontally
- Horizontal view cross-section of all structures and the height of each structure drawn to scale to illustrate the height calculations
- For projects requesting performance incentives for scenic vista protection, the plan shall:
  a) Illustrate the location and nature of any existing or potential scenic vista from or in close proximity to public roadways or recreation areas
  b) Show how such vistas would be impacted by the proposed development
- A slope map drawn at a maximum of 5-foot contour intervals indicating all improvements (structures, driveways and parking areas) on slopes of 1-15%, 15-25%, 25-35% and over 35%
- The total area (in sq. ft.) within each slope of 0-15% 15-25%, 25-35%, and over 35%
- Floor-area information based on intensity zone and slope gradients

Principal Street Type
Please refer to Land Development Code 25-2, Subchapter E, to determine your project's street type.

Neighborhood Plan
To determine whether this site is located within a neighborhood plan, please refer to the following webpage http://www.austintexas.gov/department/neighborhood-planning, and follow the link to "Neighborhood Planning Areas."

Transit-Oriented Development (TOD) District, North Burnet/Gateway (NBG), East Riverside Corridor (ERC), Other
To determine whether this site is located within a TOD District, the NBG, or ERC, please refer to the websites below.

TOD:

- http://www.austintexas.gov/department/transit-oriented-development
  See map of TOD Districts for a citywide view. Refer to "Specific TOD Station Area Planning Pages" at the bottom of the webpage to see detailed maps of the Lamar/Justin, MLK, and Plaza Saltillo TOD Districts.
- http://www.cityofaustin.org/edims/document.cfm?id=78718
  See the adopted TOD Ordinance for detailed maps of the remaining TOD Districts.

NBG: http://www.austintexas.gov/page/north-burnetgateway
ERC: http://www.austintexas.gov/page/east-riverside-corridor-0

Vertical Mixed Use
If Yes, a pre-application conference with Neighborhood Housing and Community Development is required prior to site plan application submittal to certify the affordability component of the project. Contact NHCD at (512) 974-3100 to schedule an appointment for a conference.

Service Providers
Provide the name for each of the following:

- Electric Utility Provider
- Water Provider
- Wastewater Disposal Provider

Section 7: Application Assessment

Traffic Impact Analysis (TIA) Determination
A determination as to whether a TIA is required must be made prior to submittal of the site plan revision application. This determination is made by the Development Assistance Center (DAC). Complete the TIA Determination Worksheet attached to the application and meet with a Transportation Planner in the Development Assistance Center (DAC) to have the determination completed. If a TIA is required, the planner will indicate the number of copies to be submitted at the time of application.

If a traffic impact analysis or a revision to a traffic impact analysis is required, you or your traffic consultant should meet with a planner from the Transportation Review Section of the Development Services Department at the earliest possible date to define a scope of study for the TIA. The basic requirements for a TIA are contained in Chapter 25-6 of the City Code and Section 2 of the Transportation Criteria Manual.

Conditional Use
Land Development Code 25-2-491 provides a table in which permitted and conditional uses are called out for each zoning district, where “P” means a permitted use, “C” means a conditional use, and “X” means a use is prohibited. A conditional use site plan permit requires approval from the Land Use Commission. This table is also available on the Zoning webpage at http://www.austintexas.gov/department/zoning by clicking on the link Permitted Use Chart.

Development Assessment (refer to Site Plan Revision Overview and Review Procedures at http://www.austintexas.gov/page/land-use-applications#site for more information)
If you have received a Development Assessment, indicate the file number and the Intake Center will apply the credit associated with the assessment to your application fee. The assessment credit is void if not used within six months.

Small Project
Your project may qualify as a small project if all conditions required by Land Development Code 25-5-3 are met:

- Your project consists of a building, a parking area, or both – and
- Totals 5,000 square feet or less of impervious cover – and
- Has a maximum limit of construction of 10,000 square feet

Small projects have reduced fees, shorter review times, and do not require notification.

Off-Site Parking
If off-site parking is being requested, the site plan must show the primary use, the off-site parking, and the property address and legal description of both sites. A written agreement between the

owner of the off-site parking and the owner of the primary use is required to assure the continued availability of the parking. In addition, an Off-Site/Shared Parking Application and fees are required. Consult with the Development Assistance Center (DAC) for more details.

Shared Parking
If shared parking approval is being requested under Section 25-6-476, three copies of a Shared Parking Analysis are required. In addition, an Off-Site/Shared Parking Application and fees are required. Consult with the Development Assistance Center (DAC) for more details.

Section 8: Site Area Information

Site Area
Indicate the gross and net site area. See Section 25-1-21(44) of the Land Development Code for a definition of Gross Site Area, and Section 25-8-62 for a definition of Net Site Area.

Zoning Chart
Complete the chart, indicating the zoning (within the City limits), existing and proposed uses, and area of each tract. If there is only one tract, refer to it as Tract 1.

Impervious Cover
Indicate the existing and proposed percent of impervious cover. Impervious cover is anything that prevents water from percolating into the ground, such as buildings, drives, concrete pads or walkways, compacted surfaces for driving, etc. Consult with the Development Assistance Center (DAC) for questions.

Number of Newly Proposed Residential Units (if applicable)
Indicate the number of living units for all multifamily projects.

Underground Storage Tanks
If underground storage tanks are existing or proposed, additional review will be required.

Section 9: Related Cases

Provide the file numbers which relate to applications on this property that have been filed in the past.

Section 10: Land Use Site Plan Data – as applicable

Consult with the Development Assistance Center (DAC) to determine the following information:

- Compatibility Standards (Article 10 of Land Development Code 25-2-1051)
- Combining District/Overlay Zone

Section 11: Waiver/Variance/Etc. – as applicable

Indicate all waivers, variances, or alternatives that are being pursued in this application. Identifying the need for these in the beginning of the process may help prevent delays.

Variances
When requesting a variance, a letter addressed to the Director should accompany the application. The letter **must** include the project name, address of the site, description, justification, and appropriate Land Development Code section from which you are requesting a variance. Please include in Engineer's Summary Letter, if applicable.

Section 12: Traffic Impact Analysis (TIA) Determination Worksheet

The applicant must complete the worksheet prior to submitting for TIA Determination.

Section 13: Submittal Verification

Ensure all information entered in the application is complete and accurate before signing.

Section 14: Inspection Authorization

Provide permission for inspection of the property as part of the application process.

Section 15: Acknowledgement Form concerning subdivision plat note/deed restrictions

The applicant should carefully check the subdivision plat note/deed restrictions records before signing the Acknowledgment Form. Plat notes are shown on the face of the subdivision plat. Plats are available at the City or the Courthouse. Deed restrictions are recorded at the Courthouse, if you do not have them in your possession.

Submittal Requirements

In addition to completing the Site Plan Revision Application, the following information will be required to complete the site plan permitting process. For details, refer to the complete Exhibits on the pages that follow.

Exhibit I: Site Plan Requirements

A. Cover Sheet
B. Base Information
C. Additional Requirements (if applicable)
    1. Compatibility Standards
    2. Hill Country Requirements
    3. Connectivity Improvements
    4. Site Amenities
    5. Exterior Lighting Plans
    6. Waterfront Overlay District Requirements
    7. Adult-Oriented Businesses
    8. Off-Site Parking
    9. Reduction in Minimum Off-Street Parking Requirements
    10. Request for On-Street Parking
D. Drainage and Water Quality Plans
E. Construction Details
F. Environmental Information

Exhibit II: Engineer's Summary Letter

Exhibit III: Owner's Detention Pond Release Letter

Exhibit IV: Standard Site Plan Notes

Exhibit V: Revision/Correction Table on Cover Sheet

Exhibit VI: Traffic Study Requirements for On-Street Parking Request

Exhibit VII: Environmental Resource Inventory – Critical Environmental Feature Worksheet

Exhibit VIII: Electronic Submittal

PLEASE NOTE — Exhibits VII and VIII are fillable forms that can be completed electronically. To ensure your information is saved, click here to Save this document to your computer, then open your copy and continue.

The Tab key may be used to navigate to each field; Shift + Tab moves to the previous field. The Enter key activates links, emails, and buttons. Use the Up & Down Arrow keys to scroll through drop-down lists and check boxes, and hit Enter to make a selection.

Additional Requirements

1. **Summary Letter**
   A letter addressed to the Director of Development Services Department describing each revision in detail. For engineering-related revisions, the letter must be signed and sealed by a registered professional engineer. Include Variance request and a description of the variance and justification, and the applicable ordinance and section.

2. **Building Relocation & Demolition**
   If a site plan revision includes relocation (on site or off site) or demolition of existing building(s), one photograph with an oblique view (front and side façade in same photo) for each building to be relocated on site or off site or demolished must be submitted with the application. Also, an additional site plan page showing location of existing buildings, and new location on site if relocated within the site, shall be submitted.

Exhibit I: Site Plan Requirements

A. COVER SHEET - Show the following:

— Date of submittal
— Project title and street address
— Name and type of Principal Street
— Property owner, address, telephone number
— Designer(s) company name, address, telephone number (include same for Planner, Architect, Landscape Architect, and Engineer)
— Name of watershed and classification
— State if subject to or exempt from the Watershed Protection Regulations
— Indicate by note if any part of the project is within a 100-year floodplain
— Legal description of property by lot, block and subdivision name, or by metes and bounds, if recorded, indicate the book and page number
— Site location map that clearly indicates the precise location of the tract
— Related Case No(s): _____ (Zoning/Subdivision, etc.)
— Revision/Correction Table as shown in Exhibit V: Revision/Correction Table on Cover Sheet
— List of all waivers and variances granted

- Number each sheet submitted and indicate the total number of sheets on each sheet (e.g. 2 of 4). Number the cover sheet as #1. Sheet numbers must be consecutive whole numbers with no letter or decimal suffixes such as A, B, C or .1, .2, .3.
- Provide an index of site plan sheets on the cover sheet.

NOTES

— Standard Notes as required (see Exhibit IV: Standard Site Plan Notes)

APPROVAL BLOCKS

☐ Approval Block for TxDOT, if part of the project is within Texas Department of Transportation R.O.W.

Approved by: _____ _____
Texas Department of Transportation Date

Approved by: _____ _____
Director, Development Services Department Date

☐ Approval Block for Barton Springs Zone Operating Permit, if commercial or multifamily and within Barton Springs Zone (per ECM 1.2.3.1).

Approved by: _____ _____
Director, Development Services Department Date

Permit Number: _____ _____
Site Plan/Site Development Permit Number Date

B. BASE INFORMATION

The following information shall be included on each sheet:

— Project title
— North arrow
— Engineering scale shall be 1"=10', l"=20', 1"=30', or 1"=40'; if the project is too large, provide a sheet showing an overall plan, with separate pages showing detail at 1"=20'
— Designer(s) company name, address, and telephone number
* Seal and signature of the engineer preparing plans, and the date the plans were signed by the engineer
— Leave a blank space (approval space) in the lower right hand corner on each sheet
— Boundary lines with bearings and dimensions
— City limit line, when located in or near the site
— Street address verified by the Address Division of Communications and Technology Management (CTM)
— Show the natural topography of the site and land located within 100 feet of the site, at two-foot elevation intervals; if the site is less than 2% slope, then spot elevations are required every 100'
— Existing and proposed streets, alleys and private drives adjacent to and within property including median cuts; existing, dedicated right-of-way should be indicated next to street name; proposed right-of-way and all pavement widths
— All existing and future dedicated easements
— Location of all existing and proposed electric utility facilities on the site and adjacent right-of-ways
— Exact locations and types of all utility lines, underground and overhead, existing and proposed
— Location of all proposed and existing structures to remain; indicate any demolition's by dashed footprint

* Not required for small projects

Each Site Plan shall contain the following information:

— Show limits of construction, including access drives
— In tabular form, indicate the following information concerning the site:
  a) Total area of site
  b) Percentage of site covered by impervious cover (in sq. ft. and %)
— Show dimensions to the nearest one-half foot of all existing and proposed buildings
— Show location of parking lots and vehicle use areas, landscape islands, peninsulas, and medians; amenities, walls, fences, sidewalks, and all other land improvements
— Label all roadways, drives, overpasses, bridges, culverts, and decorative/pervious pavers and identify as designed to support the loads imposed by heavy fire department apparatus
— The locations, types and limits of existing site improvements to be retained (structures, parking lots, planted areas, etc.)
— The location of 25-year and 100-year floodplains, storm sewers, and easements and centerline of existing watercourses, drainage features; note on the cover sheet if a 100-year floodplain exists on site
— If not on City sewer system, delineate drain field
— Location of all existing and proposed fire hydrants, including all existing public fire hydrants located within 500 feet of the property boundaries with City of Austin water service
— All frontage roads, intersections, entrance/exit ramps, and driveways abutting and adjacent to subject property within 300 feet of side property lines (or indicate that there are none)

- Texas Department of Transportation centerline stationing if driveway connection to a State highway is proposed
- All driveway dimensions and design specifications; dimension driveway widths, driveway curb return radii, and profiles of finished grades; number on site plan when there are several proposed driveway approaches
- Proposed operation of driveways on site plan (i.e. one-way or two-way operation), identifying and labeling all physical barriers to vehicular access
- On undivided roadways, show existing driveways on opposite side of street within 120 feet of site driveways, or indicate in a note if there are none
- Physical obstructions (utility poles, trees, storm sewer inlets, etc.) in right-of-way which could affect sidewalk/driveway locations
- Dimensions of vertical clearance within fire lanes, including tree limbs, for all driveways and internal circulation areas on site, where overhead clearance is restricted

Additional Requirements for Site Plans within the City limits

All requirements listed above, plus the following:

- Boundary of all zoning districts on or near the site; all existing adjoining land uses
- Location of all buildings within 50 feet of site
- Finished floor elevations
- In tabular form, indicate the following information concerning the site within the City limits:
    a) Total floor area ratio for each zoning district within the City limits
    b) Total impervious cover (in sq. ft. and %) for each zoning district within the City limits
    c) Total building coverage (in sq. ft. and %) for each zoning district within the site
- Existing or proposed garbage pickup location(s) if commercial dumpsters are proposed; indicate by a note if City garbage pickup is proposed
- Location of all existing and proposed loading docks, truck parking, outdoor display and storage, trash collection, trash compaction, mechanical equipment, and other service functions, indicating required screening.
- In tabular form indicate the following information for each building:
    a) Proposed use and the square footage for each use within each structure on the site
    b) Number of stories
    c) Actual height (nearest one-half foot)
    d) Finished floor elevation(s)
    e) Foundation type
    f) Total square footage, for building and for each floor
    g) Type of restaurant (drive-in/fast food, limited, general), type of office (administrative and business, medical, professional), number of rooms for hotels or similar facilities, number of employees, and/or number of children for proposed school and day care services, if applicable
    h) Number of residential use types and sizes, if applicable
    i) Amenities, such as swimming pool, patios, etc.
- Location of principal building entrances
- Distances between buildings, building setbacks and front street, side street, interior and rear yards; tie buildings to site in two different directions; show all structural connections between buildings such as overhead walkways, landings, or roof attachments
- Widths of all unobstructed access roadways with appropriate finished grades, widths, lengths, turnarounds and turning radii (T-section, hammerhead, cul-de-sac)
- All off-street and on-street parking; number of required and provided parking spaces including location, number and type (standard, compact, handicapped) of actual parking spaces;

dimension parking stall depth and width, stall angle, aisle width, and width on internal driveways; number each parking space; show structural supports, turning radii; circulation, and ramp grades in parking garages; identify number and location of compact spaces

- Note on plan indicating if a reduction in on-site parking requirements has been assumed and the number of spaces credited
- Handicapped parking spaces meeting State standards
- Accessible route of travel connecting all accessible elements and spaces on the site that can be negotiated by a person using a wheelchair and is usable by persons with other disabilities (indicated by dotted lines, a shading pattern or other identifiable legend)
- Internal circulation system showing vehicular, bicycle, pedestrian paths and connections to off-site access
- Note on the plan indicating that each compact parking space must be identified by a sign stating "Small Car Only" and signs posted on site directing motorists to such spaces
- Off-street loading spaces, if required
- Location and type of bicycle parking
- Queue spaces or queuing areas for drive-through uses
- Location and width of sidewalks on site plan, if required by the City of Austin Transportation Criteria Manual or Subchapter E: Design Standards and Mixed Use
- The location and design of all pedestrian sidewalk ramps related to the construction of this site
- Compliance with the Commercial and Multifamily Recycling Ordinances is mandatory for multifamily complexes with 100 or more units, businesses with an aggregate of at least 100 employees. See City Code12-3-141 for more details. For information call (512) 974-9727 or visit http://www.austintexas.gov/department/zero-waste-business-services.

C. ADDITIONAL REQUIREMENTS (if applicable)

1. Compatibility Standards

The following information is required when a project is subject to the Compatibility Standards of Sections 25-2-1051, 25-2-1052, 25-2-1061 through 1068, 25-2-1081, and 25-2-1082:

- Land use map showing all land uses adjacent to or across the street from the subject tract
- Building elevations with architectural elements; architectural elements such as windows, roofs, doors, exterior materials, or other design elements which will demonstrate that the proposed building(s) will be sympathetic to structures on adjoining properties
- Setbacks, when adjacent to residential uses or zoning
- Intensive recreational uses such as swimming pools, playgrounds, tennis courts, etc.
- Cross-section(s), giving a horizontal view of all structures and the proposed height of each structure to scale

2. Hill Country Roadway Corridor Requirements (LDC 25-2-1101 through 1107)

In addition to the information required by subsections I and II of this section, the following information is required when a project is located within a Hill Country Roadway Corridor:

- Construction lines, including all buildings, parking and vehicular use areas, and all areas of required cut and fill
- Methods of screening all air conditioning and heating units, penthouses, parapet walls, or water storage reservoirs for fire safety from public view, both vertically and horizontally
- Horizontal view cross-section of all structures and the height of each structure drawn to scale to illustrate the height calculations

- For projects requesting performance incentives for scenic vista protection, the plan shall:
    a) Illustrate the location and nature of any existing or potential scenic vista from or in close proximity to public roadways or recreation areas
    b) Show how such vistas would be impacted by the proposed development
- A slope map drawn at a maximum of 5-foot contour intervals indicating all improvements (structures, driveways and parking areas) on slopes of 1-15%, 15-25%, 25-35% and over 35%
- The total area (in sq. ft.) within each slope of 0-15% 15-25%, 25-35%, and over 35%
- Floor-area information based on intensity zone and slope gradients

3. Connectivity Improvements

The following information is required when a project is subject to the Design Standards in Subchapter E of Chapter 25-2:

- Plan showing the location and dimensions of selected connectivity improvements per 2.3.2.B.2
- Note on plan indicating specifics of design of the improvements

4. Site Amenities

When a project is subject to the Design Standards in Subchapter E of Chapter 25-2, a plan showing the following information is required:

- A plan showing the location, details, and dimensions of sidewalks, tree planting areas, street trees, plazas, private, common open spaces, street furniture, and other pedestrian amenities
- Note on plan indicating specifics of design of the improvements including:
    a) Proposed dimensions (at installation and at maturity for plants)
    b) Groundcovers for open spaces
    c) Materials (for furniture and pavements, and other structural improvements)
- In an illustrative form show the types of pavements, trees, plantings, street furniture, or other elements to be included in the site amenities
- A utility plan showing the location of all utilities including power lines, sewer and water to illustrate compliance with location requirements within circulation areas
- If applicable, a statement of intent to provide a Fee in Lieu of the required common open space pedestrian amenity required by Subchapter E of Chapter 25-2, Section 2.7

5. Exterior Lighting Plans

Exterior lighting plans shall be submitted for all projects subject to the Subchapter E Design Standards of Chapter 25-2. The plans shall include the following:

- Photometric plan showing the proposed location, number, type and intensity levels of the lighting throughout the site indicating foot-candle measurements. The plan shall indicate all site lighting excluding on-building fixtures. Off-site fixtures that will be installed or retained in the right-of-ways shall also be indicated on the plan.
- In tabular form on the plan the details of all proposed exterior lighting fixtures shall be provided indicating the following:
    a) Manufacturer
    b) Model and style of fixture
    c) Lamp type (i.e. low pressure sodium, metal halide, etc.)
    d) Minimum, maximum, and average intensity
    e) Hours of uses
- A graphic representation of each fixture shall be provided, acceptable formats include catalogue cut sheets, illustrations or other similar representation

6. **Waterfront Overlay District Requirements**
   Show compliance with the requirements as defined in Sec. 25-2-731 through 745 of the LDC.

7. **Adult-Oriented Businesses**
   The following is required when a project is for any type of adult-oriented business regulated by Sec. 25-2-801:
   - A land use map of the adjacent land uses on each lot located within a 1,000 foot radius of the site

8. **Off-Site Parking**
   The following information is required when a project is requesting off-site parking:
   - Location of all sidewalk pedestrian ramps between the off-site parking and the public entrances of the use, if handicapped spaces are located off site
   - Legal and practical walking distance between the nearest off-site parking space and the nearest public entrance of the use, measured in accordance with Sec. 25-6-501
   - Note on the plan indicating that signage will be provided as required by Sec. 25-6-503: one sign at the off-site parking facility indicating the property or use which it serves, and one sign on the use site indicating location of the off-site parking
   - Note on the plan indicating days and hours of operation for the proposed use and the uses from which spaces are being leased

9. **Reduction in Minimum Off-Street Parking Requirements**
   The following information is required when a project is requesting a reduction in the minimum off-street parking requirements per Sec. 2.4.2 of Subchapter E, Chapter 25-2 - Design Standards and Mixed Use:
   - Location of all on-street parking spaces located adjacent to the site including spaces on Internal Circulation Routes
   - Note on the plan indicating the number of on-street parking spaces or spaces on Internal Circulation Routes to be considered as credit for the reduction
   - The location, dimensions and area of significant stands of trees preserved over and above those required by the code to be considered for parking credit
   - The number of car-sharing vehicles to be associated with the project to be considered for parking credit
   - The number and location of shower facilities with 3 or more lockers provided in nonresidential buildings to be considered for parking credits

10. **Request for On-Street Parking**
    With a request to allow on-street parking, an engineering study must be provided which addresses the criteria listed on Exhibit VI: Traffic Study Requirements. Contact the Austin Transportation Department, Transportation Planning & Coordination Division at (512) 974-7228 for further information or visit http://www.austintexas.gov/department/transportation.

D. DRAINAGE AND WATER QUALITY PLANS

In addition to the Base Information, sufficient information to reflect the existing conditions just prior to the proposed development are to be shown, but not limited to the following:

* Legible engineer's seal, signature, and date
- Drainage area map including contributing drainage areas to storm sewer and/or inlet tie-ons
- Drainage area maps for the off-site contributing areas passing through site
- Existing impervious cover, including buildings
- Surrounding information: structures, drainage release points, etc.

— Direction, location, and quantity of peak 25- and 100-year flood flows from off site in existing conditions
— Indicate 25- and 100-year flows from off site in existing condition
— Delineation of the fully developed 25- and 100-year floodplains, as calculated in the Austin Drainage Criteria Manual or, if applicable, a note stating that no 100-year floodplain exists on the site
— Existing storm sewer systems on site or adjacent streets
— Delineation of the centerline of waterways, and the average water surface elevation of lakes, ponds, and springs contours at two-foot intervals

Sufficient information to reflect the DEVELOPED conditions of the proposal is to be shown, but not limited to, the following:

— Developed drainage areas and proposed grading with two-foot contours
— Curbs, retaining walls, and other structures indicate elevations at critical points on driveways, curbs, etc.
— Overflow points and control elevations
— Construction details for control devices, curbs, walls, channel, swales, etc.
— Direction of flow from building roofs and outlet locations
— Direction of flow from gutters; pass through flow rates, if any
— Shade in limits of ponding at overflow elevation and give cubic feet of storage at the maximum storage elevation overflow points and control elevations for overflow structures
— Action and direction of unrestricted flow from site, if any, with calculations
* Storm drainage profiles and plans (swales, channels, pipes, culverts,....) Including % grade, HGL25, HGL100, Q25, Q100, V25, V100, depth of flow 25 and 100, and Manning's Roughness coefficients (n-values)
* Hydrographs or hydrologic tabulation for proposed 25-year peak-flow rate (also, two-year for Shoal Creek)
* Hydrologic summary of existing and proposed conditions in tabular form:
    a) Area of each drainage area
    b) Time of concentration
    c) Distance of flow where the time of concentration is measured
    d) Slope of site where the time of concentration is measured
    e) C25 and C100 values
    f) Required storage volumes for up to the 100-year storm
— Calculations and formulas for discharge or control structures (for 2-, 5-, 10-, 25-, 50- and 100-year storms), pipes, inlets, etc. Discharge pipes should not be less than six inches. In the event that less than six inches must be used, every effort should be made to mitigate the "clogging" potential. Discharge across the right-of-way to the street gutter, or bar ditch, is allowable, provided a storm sewer tie-on is not available within 300 feet. Direction of flow must be at an angle less than 45 degrees with the curb line. Discharge across a sidewalk area will not be allowed. A channel section can be used under the sidewalk area, provided it is covered and the outlet device utilizes sheet flow methods.
— Location and limits of filtration/sedimentation pond, details and design information and calculations

* Not required for small projects

These notes must appear on the Drainage Sheet:

— Upon completion of the proposed site improvements, and prior to the release of the Certificate of Occupancy by the Development Services Department, the Design Engineer shall certify in

writing that the proposed detention and filtration facilities were constructed in conformance with the approved plans

- Contractor shall call Texas 811 (811 or 1-800-344-8377) for utility locations prior to any work in City easements or street R.O.W.

E. CONSTRUCTION DETAILS

The following items or notes should be shown:

- Include in the construction detail sheets any required structural walls, inlets, sedimentation/filtration and detention inlet and outlet controls, etc.
- Show adequate dimensions, layout details, and general notes adjacent to all details
- Include traffic control plan when working in street (contact the Transportation Department at (512) 974-1150 for further information)
- If driveways are proposed, a City of Austin standard driveway detail shall be shown to be constructed

F. ENVIRONMENTAL INFORMATION

The table below establishes submittal requirements for all environmental ordinances. Certain requirements may be waived by the Director of the Watershed Protection Department if they are determined by the Director to not be applicable.

A professional engineer's seal, signature, and statement certifying that the plan is complete, correct, and in compliance with the City of Austin Land Development Code (LDC) are required for all projects, except those designated by DSD as small projects.

* Water Supply refers to Water Supply Rural and Water Supply Suburban watershed classifications (excluding the Barton Creek Watershed and Barton Springs Contributing Zone). If the property is located over the South Edwards Aquifer Recharge Zone, or is within the Contributing Area to the South Edwards Aquifer Recharge Zone, refer to requirements for the Barton Springs Zone.

	Urban	**Suburban**	**Water Supply***	**Barton Springs Zone**
1. Project Report – For sites over 25 acres, submit a project report which contains the following information (may be included in the Engineer's Report):				
An introduction providing project acreage, watershed and classification, description of proposed development, and description of project phasing, if phasing is proposed	**X**	**X**	**X**	**X**
An explanation of and documentation for any special exception or waiver claimed pursuant to LDC 25-8-25, 25-8-212	**X**	**X**	**X**	**X**
Drainage area map showing: • Location of all waterways within the tract or that impact the tract which have a drainage area of 64 acres or more • Location of the 100-year floodplain • Area and acreage of upstream drainage (LDC 25-8-92, 25-8-261, 25-8-262)	**X**	**X**	**X**	**X**
Discussion of the following issues, if applicable to the project: • Proposed and existing drainage patterns • Proposed method of treating both quantity and quality of stormwater run-off (LDC 25-8-211, 25-8-213, 25-8-215; 25-7-61, 25-7-65)	**X**	**X**	**X**	**X**
Proposed extent of floodplain modification, if applicable (LCD 25-8-92, 25-8-261, 25-8-262; ECM 1.7.0)	**X**	**X**	**X**	**X**

	Urban	Suburban	Water Supply*	Barton Springs Zone
Critical Environmental Features within the project and known features within 150 feet of the project (LDC 25-8-281, 25-8-282)	X	X	X	X
Discussion of all proposed variances. Provide letter of variance request addressing proposed Findings of Fact as shown in Appendix U of the Environmental Criteria Manual (ECM). (LDC 25-8-41 through 43)	X	X	X	X
Requests for consideration of alternatives to the requirements of ECM, including any written requests for consideration of an alternative innovative water quality control which differs from the standards of the ECM, and information to demonstrate that the proposed control provides an equivalent level of water quality as the standard controls in the ECM (LDC 25-8-151)	X	X	X	X
Description and location of any known Underground Storage Tanks within the project boundary (CCA 6-2-33)	X	X	X	X
Irrevocable letter of credit for erosion and sedimentation controls based on standard City of Austin costs found in ECM Appendix S-1 (ECM 1.2.1)	X	X	X	X
Explanation of spoil disposal locations or driveway alignments (LDC 25-8-341, 25-8-342, 25-8-343, and 25-8-481)		X	X	X
Proposed cut and fill greater than four feet (LDC 25-8-341, 25-8-342)		X	X	X
Proposed impervious cover and net site area information in the format as found in ECM Appendix Q-1 and Q-2 (LDC 25-8-394, 25-8-424, 25-8-454, 25-8-481)		X	X	X
Transfer of Development Information using the format in Appendix Q-3 of the ECM (LDC 25-8-395, 25-8-425, 25-8-455, 25-8-484)		X	X	X
For projects receiving approval subject to Ordinance No. 920903-D (the SOS Ordinance), LDC 25-8-514 requires water quality controls and/or other on-site pollution prevention and assimilation techniques so that no increase occurs in the respective average annual pollutant load of suspended solids, total phosphorous, total nitrogen, chemical oxygen demand, biochemical oxygen demand, total lead, cadmium, fecal coliform, fecal streptococci, volatile organic compounds, total organic carbon, pesticides, and herbicides from the site (see ECM 1.6.9). To demonstrate compliance with these requirements, the applicant must submit the following additional information in the Engineering Report: • The methodology and water quality control strategy proposed to achieve the target pollutant load reductions (see ECM 1.6.9) • Calculations illustrating the target pollutant loads expected for the proposed development with an accompanying explanation of how these figures were derived (LDC 25-8-511 through 523, ECM 1.6.9) • Calculations illustrating expected pollutant load reductions for the controls proposed with an accompanying explanation of how these figures were derived (LDC 25-8-511 through 523, ECM 1.6.9) • Special conditions approved by the City for installation or maintenance of proposed water quality controls used to achieve the target pollutant load reductions (LDC 25-8-511 through 523, ECM 1.6.9)				X

	Urban	Suburban	Water Supply*	Barton Springs Zone
For projects receiving approval subject to Ordinance No. 941205-A (the amended Composite Ordinance), LDC Section 25-8-213 requires water quality controls and/or other on-site pollution prevention and assimilation techniques so that the post-development stormwater concentrations of total suspended solids, total phosphorus and total nitrogen and total organic carbon in stormwater leaving the development site water quality controls must be no greater than the background stormwater concentrations specified in LDC 25-8-213. In addition, LDC 25-8-511 through 523 requires that multifamily and commercial controls be monitored to verify that discharges do not exceed the concentrations. This section establishes reductions required, and sets maximum discharge concentrations. To demonstrate compliance with these requirements, the applicant must submit the following additional information in the Engineering Report: • The methodology and water quality control strategy proposed to achieve the target pollutant concentration reductions (see ECM 1.6.8) • Calculations illustrating the target pollutant concentrations expected for the proposed development with an accompanying explanation of how these figures were derived (ECM 1.6.8) • Calculations illustrating expected pollutant concentration reductions for the controls proposed with an accompanying explanation of how these figures were derived (ECM 1.6.8) • Special conditions approved by the City for installation or maintenance of proposed water quality controls used to achieve the target pollutant concentration reductions (ECM 1.6.8) • For commercial sites, pollution reduction measures required by LDC 25-8-213, including use of xeriscape with a fertilizer reduction element and spill control/maintenance plan for hydrocarbons (ECM 1.6.8)				**X**
2. Cover Sheet – Provide a cover sheet which contains the following information:				
Name of project	**X**	**X**	**X**	**X**
Watershed name and classification	**X**	**X**	**X**	**X**
Application submittal date	**X**	**X**	**X**	**X**
Subject water quality ordinance	**X**	**X**	**X**	**X**
Statement whether site is located over Edwards Aquifer Recharge Zone	**X**	**X**	**X**	**X**
Statement whether an operating permit for water quality controls is required, and the level of operating permit				**X**
3. Erosion/Sedimentation Control and Tree Protection Plan – This plan must be on a separate page labeled "Erosion/Sedimentation Control and Tree Protection Plan." This plan must be a topographic map with two-foot contour intervals, at a scale of 1"=50 feet or less, and sealed by a Professional Engineer (LDC 25-8-152). For large projects, Development Assistance Center may waive the requirement for a 1"=100' scale, and may allow a smaller scale to be submitted. Symbols used to show controls must be clear and distinctive. The plan must contain the following information:				
Location and type of all proposed temporary erosion controls on a plan view with existing topographic information (LDC 25-8-181 through 184, ECM 1.4.0)	**X**	**X**	**X**	**X**
Contributing drainage area information for all erosion controls (ECM 1.4.0)	**X**	**X**	**X**	**X**
Location and type of all permanent erosion and sedimentation controls, existing and proposed permanent water quality and detention controls and flood controls (LDC 25-8-181 through 184, ECM 1.4.0)	**X**	**X**	**X**	**X**
Existing and proposed grade(s)	**X**	**X**	**X**	**X**

	Urban	Suburban	Water Supply*	Barton Springs Zone
Finished floor elevation(s)	X	X	X	X
All proposed development including all utilities proposed to be part of site development permit (LDC 25-8-181 through 184, ECM 1.4.0)	X	X	X	X
Contractor staging area(s) and vehicular use area(s) (ECM 1.4.0)	X	X	X	X
Temporary and permanent spoils storage areas specifying size, time of use, and ultimate restoration schedules (LDC 25-8-343, ECM 1.4.0)	X	X	X	X
All waterways within the tract or which impact the tract and the location of the 2-, 25- and 100-year floodplains and the area of upstream drainage (LDC 25-8-92, 25-8-261, 25-8-262)	X	X	X	X
Location of Critical Water Quality Zone (CWQZ) (LDC 25-8-92, 25-8-261, 25-8-262)	X	X	X	X
The delineation of Water Quality Transition Zone, Upland Zone, as applicable (LDC 25-8-93, 25-8-393, 25-8-423, 25-8-453, 25-8-483)		X	X	X
All proposed floodplain improvements (LDC 25-8-92, 25-8-261, 25-8-262, ECM 1.7.0)	X	X	X	X
Location of all known Underground Storage Tanks	X	X	X	X
Location of all Critical Environmental Features and their required setbacks (LDC 25-8-281, 25-8-282)	X	X	X	X
Detailed sequence of construction containing: • Which phases of construction will be done at which time • Specific erosion/sedimentation controls and tree protection measures for each phase of the development • The pre-construction meeting • Phasing for projects over 25 acres (May be located on general notes sheet.) (LDC 25-8-181 through 184, ECM 1.4.0)	X	X	X	X
Detailed sequence of construction containing: • The information found in Appendix P-4 in the Environmental Criteria Manual (May be located on general notes sheet.) (LDC 25-8-181 through 184, ECM 1.4.0)				X
Areas of cut and/or fill greater than four feet (LDC 25-8-341, 25-8-342)		X	X	X
Downstream buffer zones as required by LDC 25-8-454			X	X
Location of all wastewater irrigation areas, such as wastewater treatment plants and subsurface irrigation fields, if applicable (LDC 25-8-361)		X	X	X
Limit of construction line encompassing all areas to be disturbed, enclosing all areas of natural vegetation on the site which are to be left undisturbed (ECM 1.4.0)	X	X	X	X
Specific locations where special slope stabilization techniques are to be utilized and the extent of slope stabilization to take place and the technique used (May be located on general notes sheet.) (ECM 1.4.0)	X	X	X	X
• Restoration plans for all disturbed areas on the site in accordance with requirements of ECM 1.4.1(D)	X	X	X	X
City of Austin Standard Erosion Control Notes as found in Appendix P-1 in the Environmental Criteria Manual (May be located on general notes sheet.) (ECM 1.4.0)	X	X	X	X
• Additional Erosion Control Notes for Barton Springs Contributing Zone found in ECM Appendix P-3 (May be located on general notes sheet.) (LDC 25-8-181 through 184)				X

	Urban	Suburban	Water Supply*	Barton Springs Zone
A survey of all trees eight (8) inches in diameter and larger. Trees are to be represented by circles using the formula of one foot of radius for every one inch of trunk diameter. Unbroken circles indicate trees which are to remain. Dashed circles indicate trees proposed for removal. (LDC Chapter 25-8, Subchapter B, Article I, ECM 3.1.0 through 3.6.1)	X	X	X	X
For projects located within designated Hill Country Roadway Corridor Areas, a survey for trees six (6) inches in diameter and greater for individual trees and down to two (2) inches in diameter for tree clusters (LDC 25-2-981, 25-2-1021 through 1026, ECM 3.3.4)			X	X
Additional areas to be considered for credit in the reduction of parking requirements should be highlighted using cross hatching or similar graphic method	X	X	X	X
Location of tree protection fencing (ECM 3.4.5)	X	X	X	X
City of Austin Standard Notes for Trees and Natural Area Protection as found in ECM Appendix P-2 (May be located on general notes sheet.) (ECM 3.4.5)	X	X	X	X
A Storm Water Pollution Prevention Plan (SWPPP) is required as described in ECM 1.4.2B, for sites with limits of construction greater than one acre. All SWPPPs and erosion and sedimentation control plans are required to be sealed by a Certified Professional in Erosion and Sedimentation Control (CPESC) or a Licensed Professional Engineer (TX).	X	X	X	X
4. Water Quality/Drainage Plan				
In Urban Watersheds, payment of a fee to the City of Austin in lieu of construction of a water quality pond is allowed. This fee is collected by the City of Austin and used to construct off-site water quality ponds. The form to calculate the fee is located in Appendix T in the Environmental Criteria Manual. If payment of the fee is proposed, submit the form to the environmental reviewer with the information required to determine the fee. (LDC 25-8-214)	X			
A. Water Quality Plan and Drainage Area Map: If construction of an on-site water quality control is proposed, a water quality plan containing information on water quality controls and 2-year detention shall be submitted. The plan shall consist of an overall plan view of the proposed project and shall contain, at a minimum, the information listed below. Additional information may be necessary to demonstrate compliance with code requirements. (LDC 25-8-211, 25-8-213, 25-8-215; 25-7-61, 25-7-65)	X	X	X	X
The plan must be a topographic map with two-foot contour intervals, at a scale of 1"=100 feet or less, and shall be sealed by a Professional Engineer	X	X	X	X
Drainage area to each water quality control and size of drainage acres (ECM 1.6.0)	X	X	X	X
All proposed development on the site	X	X	X	X
The proposed site grading including: arrows indicating the direction of flow, arrows indicating the direction of roof run-off, stormwater lines and inlets, method used to divert stormwater around site	X	X	X	X
The location of existing and proposed water quality and detention basins	X	X	X	X
Location of discharge from water quality and detention basins (ECM 1.4, 1.6.5)	X	X	X	X

	Urban	Suburban	Water Supply*	Barton Springs Zone
Location of maintenance access for drainage structures (ECM 1.6.5 D.5)	X	X	X	X
Drainage and water quality easements (ECM 1.6.5)	X	X	X	X
Location of all CWQZ, and/or WQTZ, and the 100-year floodplain adjacent to the water quality control, and flood surface elevation of the waterways (LDC 25-8-92, 25-8-261, 25-8-262)	X	X	X	X
Water Quality calculations table as found in ECM Appendix R-2, R-3, or R-4	X	X	X	X
Demonstrate that 2-year detention is not required, or provide calculations for 2-year detention pursuant to LDC 25-7-61, as amended, including (ECM 1.6.8.2): • Pre-development stormwater run-off flow rates • Developed stormwater run-off flow rates • Discharge flow rates of detention pond(s) • Volume required in detention basin • Maximum water surface elevation for the 2-year storm • Detail on outflow device used for detention pond • Detention pond detail with dimensions and elevations as needed for construction • Other information as necessary to demonstrate compliance with the applicable ordinance	X	X	X	X
B. Water Quality Control Plan(s): This sheet or sheets should consist of a plan view and details of each proposed control. The information contained on this sheet should include:	X	X	X	X
Plan view of water quality control at scale of 1"=20' (scale may be altered upon request), with dimensions, elevations including the splitter, riser, and gabion if applicable. Show proposed and existing grade within this area. (ECM 1.6.5)	X	X	X	X
Clearly show the following information in plan view or cross-section (ECM 1.6.5): • Slopes provided in sedimentation pond • Water quality elevation • Top of sand elevation • Top of berm • Bottom of pond elevations	X	X	X	X
Water surface elevation in receiving drainage system or waterway (ECM 1.6.5)	X	X	X	X
Location for liner, if applicable (ECM 1.6.5)	X	X	X	X
Underdrain spacing and cleanouts (ECM 1.6.5)	X	X	X	X
Landscape screening, maintenance access, maintenance staging area (LDC 25-2-1006, ECM 1.6.5)	X	X	X	X
Splitter box detail with dimensions (ECM 1.6.5)	X	X	X	X
Riser detail with orifice size, trash rack, gravel and filter fabric shown and specified (ECM 1.6.5)	X	X	X	X
Gabion detail with top elevation specified, and gabion specifications, if applicable (ECM 1.6.5)	X	X	X	X
Sand detail and specifications (ECM 1.6.5)	X	X	X	X
Liner specifications, if applicable (ECM 1.6.5)	X	X	X	X
Geotextile membrane specifications (ECM 1.6.5)	X	X	X	X
Fence specifications, if applicable (ECM 1.6.5)	X	X	X	X
Bollard and chain detail, if applicable (ECM 1.6.5)	X	X	X	X
The location of proposed water quality controls, as described in the Project Report, which are necessary to meet the pollutant reduction requirements, indicating whether or not the design is a structural control				X

	Urban	Suburban	Water Supply*	Barton Springs Zone
Details of proposed water quality controls referenced specifically to the water quality methodology contained in the Water Quality Report (These details may be provided on a separate plan sheet, if necessary, with appropriate references and cross-sections provided on the Water Quality Control Plan.) (ECM 1.6.8, 9)				X
Impervious cover calculations based on net site area, and within the drainage area to the control (ECM 1.6.8, 9)				X
Specific notes that address the following requirements: • Pollution prevention measures proposed to satisfy requirements of LDC 25-8-213 or 25-8-514 and the appropriate enforcement mechanisms used (covenants, restrictions, etc.) • Special conditions required as a result of a "limited adjustment" approved by the City Council, if applicable (May be located on general notes sheet.) (ECM 1.6.8, 9)				X
5. Landscape Plan (only for projects within the City's zoning jurisdiction or in any areas where Section 25-8-601 is in effect by contractual agreement)				
Location, diameter, type and crown size of all existing trees 8" in diameter or larger on the site or any critical root zones that extend on to the site (LDC 25-2-1003 through 1007; ECM 2.4, 3.3)	X	X	X	X
Solid circle depicting critical root zones for trees to be preserved; dashed circle depicting critical root zone of trees to be removed (include 2" and 6" trees if used as credit) (LDC 25-2-1003 through 1007; ECM 2.4, 3.3)	X	X	X	X
Landscape islands, peninsulas, or medians (LDC 25-2-1003 through 1007, ECM 2.4.2)	X	X	X	X
Graphic delineation of the street yard (LDC 25-2-1003 through 1007, ECM 2.4.1)	X	X	X	X
Method of buffering (LDC 25-2-1003 through 1007, ECM 2.4.3)	X	X	X	X
Compatibility screening if to be accomplished with vegetation (LDC 25-2-1064, 25-2-1066)	X	X	X	X
Method and location of protective barriers (i.e. curbs, bollards, wheel stops, etc.) (LDC 25-2-983, 25-2-1008, ECM 2.4.5)	X	X	X	X
Irrigation notes as per Appendix O of ECM (LDC 25-2-983, 25-2-1008)	X	X	X	X
Specific location, species, size (height and caliper) and quantities of new trees (ECM 2.4)	X	X	X	X
Specific location, species, container size and spacing of new shrubs, ground covers, and grasses (ECM 2.4)	X	X	X	X
Planting details for and/or specifications for installation of new plant materials (LDC 25-2-1003 through 1007)	X	X	X	X
Landscape calculations as per ECM Appendix C	X	X	X	X
Specific location, species, and size and caliper inches required of replacement trees (if required). Graphically distinguish from other required trees. (ECM 3.5.4)	X	X	X	X
The seal and certification of a professional landscape architect or architect (required for projects 1 acre or more), or an engineer or full-time building designer (only for projects less than 1 acre) that the plan meets the requirements of Chapter 25-2, Subchapter C, Article 9 of the LDC	X	X	X	X
Alternative compliance letter if applicable (Appendix E of ECM) (LDC 25-2-1001, ECM 2.4.5)	X	X	X	X

	Urban	Suburban	Water Supply*	Barton Springs Zone
For projects subject to Waterfront Overlay District requirements, show the following on the plan: • Ten-foot wide medians between parking bays with appropriate vegetation as required in ECM 2.8.2 • Method of screening as required in ECM 2.8.3	X	X	X	X
For projects subject to Hill Country Roadway and Southwest Parkway Corridor requirements, provide the following information on the plan: • Graphic delineation and methods used to insure that the highway vegetative buffer and 40% of site will remain as undisturbed natural area (LDC 25-2-981, 25-2-1021 through 1026, ECM 2.7.2) • Ten-foot wide medians between parking bays containing native vegetative massing (LDC 25-2-981, 25-2-1021 through 1026, ECM 2.7.2) • Methods to provide revegetation of disturbed natural areas, if necessary (ECM 2.7.2) • Methods used to provide screening of parking areas, water quality basins, and visible areas of cut (LDC 25-2-1006, 25-2-1027, ECM 2.7.2, 2.9.2) • Calculations as per Appendix B of the Environmental Criteria Manual			X	X
6. Slope and Topographic Map – Submit a slope and topographic map drawn at the same scale as the erosion control and tree protection plan for all sites. The plan shall depict slopes of 0-15%, 15-25%, 25-35%, and over 35%. Slopes shall be calculated based on two-foot contour intervals. Include the following information on the slope map (if there are no slopes greater than 15%, all required information below may be shown on the Erosion/Sedimentation Control Plan):				
All development or improvements to the site, including adequate building sites exclusive of any required setbacks and easements, assuming an impervious cover limits in Chapter 25-8 of the LDC		X	X	X
Net Site Area information, using the format in Appendix Q-1 of the Environmental Criteria Manual. Impervious cover shall include both existing and proposed, given in acreage and as a percent of the Net Site Area. (LDC 25-8-394, 25-8-454, 25-8-481)		X	X	X
Calculations of land area in acres for each slope class and each water quality zone within the development. The location, type, acreage, and percentage of impervious cover, including both existing and proposed for each slope category and the totals, using the format in Appendix Q-2 in the Environmental Criteria Manual. (LDC 25-8-301 through 303)		X	X	X
The location of proposed temporary and permanent spoil disposal sites (LDC 25-8-343)		X	X	X
Transfer of Development Rights information, as calculated in Appendix Q-3 in the Environmental Criteria Manual (LDC 25-8-395, 25-8-455, 25-8-484)		X	X	X
Location of all septic drainfields and wastewater irrigation areas (LDC 25-8-361)		X	X	X
Downstream buffer areas (LDC 25-8-454, 25-8-481)			X	X

	Urban	Suburban	Water Supply*	Barton Springs Zone
7. Environmental Resource Inventory (ERI) Report				
A. Vegetative Element • A tree survey as specified in ECM 3.3, LDC 25-8-121 through 124 • A vegetative survey for all commercial and multifamily sites which shows approximate location of and identifies all significant vegetation on the site as described in ECM 1.3.2 (LDC 25-8-121 through 124) • A discussion explaining how the design of the plan preserves, to the greatest extent reasonable, any significant trees and vegetation on the site and provides maximum erosion control and overland flow benefits from the vegetation as described in ECM 1.3.2 (LDC 25-8-121 through 124)	**X**	**X**	**X**	**X**
B. Geologic Element • Description of all Critical Environmental Features, as defined by the LDC, with a reference to the topographic map which identifies their location and proposed means for protection of such areas (LDC 25-8-281, 25-8-282, 25-8-121 through 124) • Complete Critical Environmental Feature Worksheet (Exhibit VII) in hard copy and electronic format (cd, diskette, or other media) showing all rimrock, wetlands, recharge features, seeps, and springs • General description of topography, soils, and geology of the site as described in ECM 1.3.1 (LDC 25-8-121 through 124) • Discussion explaining how the proposed drainage patterns will protect the quality and quantity of recharge points described in ECM 1.3.1, as required by LDC 25-8-281, 25-8-282, and 25-8-121 through 124	**X**	**X**	**X**	**X**
C. Wastewater Element • Environmental justification for sewer line locations in Critical Water Quality Zones, if applicable, and a description of the construction techniques and standards for proposed wastewater lines as described in ECM 1.7.7 (LDC 25-8-121 through 124, 25-8-361) • Present alternatives for tunneling, micro-boring, or optional alignments outside the Critical Water Quality Zone and compare environmental constraints of each alternative as indicated in ECM 1.3.3 (LDC 25-8-121 through 124, 25-8-361) • A description of alternative wastewater disposal systems to be used over the Edwards Aquifer Recharge Zone, if applicable (LDC 25-8-121 through 124, 25-8-361, ECM 1.11) • A description of any proposed on-site collection and treatment systems, treatment levels, and impacts on receiving watercourses, including the Edwards Aquifer, if applicable (LDC 25-8-121 through 124, 25-8-361, ECM 1.11) • Information on proposed on-site wastewater treatment levels and status of Texas Commission on Environmental Quality Permit, if requirements are different from City requirements (LDC 25-8-121 through 124, 25-8-361, ECM 1.11) • Information on the soils in accordance with ECM 1.11 (LDC 25-8-121 through 124, 25-8-361) • Calculations to demonstrate that the wastewater irrigation limitations of LDC 25-8-361 have been met, if applicable	**X**	**X**	**X**	**X**

	Urban	Suburban	Water Supply*	Barton Springs Zone
8. Pollutant Attenuation Plan – If the project is for industrial development not enclosed in a building, then a Pollutant Attenuation Plan is required (LDC 25-8-125 and ATCSR 30-5-125). Industrial uses (defined in LDC 25-2-5) included are: Basic Industry, Custom Manufacturing, General Warehousing and Distribution, Light Manufacturing, Recycling Center, Resource Extraction and Stockyards. Submit the following, as required by ECM 1.3.4:				
A. Pollutant Attenuation Plan Report Engineering Report: • Describe the industrial activities occurring outdoors • Include a drainage and water quality control plan or a copy of the appropriate Texas Pollutant Discharge Elimination System (TPDES) permit Stormwater Pollution Prevention Plan • Include a reclamation plan • Required exhibits are: Site Plan, Aerial Photograph and Reclamation Plan	X	X	X	X
B. Resource Extraction Assessment for Unconsolidated Material • If the industrial activity is resource extraction of unconsolidated material, then a Resource Extraction Assessment for Unconsolidated Material must be submitted. Industries included: Crude Petroleum and Natural Gas; Oil and Gas Field Services; Active or Former Sand and Gravel Extraction Operations; Crushed and Broken Stone, Clay, Ceramic and Refractory Materials; Chemical and Fertilizer Mining; Nonmetallic Minerals, Except Fuels; and Miscellaneous Nonmetallic Minerals.	X	X	X	X
C. Rock Quarry or Mining Assessment • If the industrial activity is for a rock quarry or a mine, a Rock Quarry or Mining Assessment must be submitted. Water quality controls are required for all development in the Barton Springs Zone (LDC 25-8-241) and excavation and mining are defined as development (LDC 25-1-21). Therefore, all quarries in the Barton Springs Zone must provide water quality controls for surface and extraction activities.	X	X	X	X
9. Endangered Species Survey – If the property is located within the areas identified by the City as potential habitat, and the project is not exempt from the endangered species survey ordinance pursuant to LDC 25-8-691, submit an endangered species survey with the site plan according to the guidelines established in ECM Section 6:				
Provide a survey for each type of endangered species as specified in ECM 6.2.3 - 6.2.5. Minimum field time requirements for each group of species (birds, plants, karst features) are exclusive for that group. There are specific seasonal limitations for surveys for some species. An Endangered Species Report shall accompany the plan and shall include: • Dates of endangered species field surveys, if any, and estimated level of effort (ECM 6.2.2) • Names and qualifications (e.g. resumes) of personnel performing field surveys for endangered species (ECM 6.2.2) • A brief written description of results including the estimated likelihood of occurrence of endangered species on the tract, especially for birds, if performed outside of the nesting season (ECM 6.2.3)			X	X

	Urban	Suburban	Water Supply*	Barton Springs Zone
Provide a map of the site that includes the following: • Suitable habitat for any endangered birds (ECM 6.2.3) • Occupied territories of endangered birds (see ECM 6.2.3, A.4) • Karst features which may harbor endangered cave invertebrates (ECM 6.2.4) • Locations of any endangered plant populations (ECM 6.2.5)			**X**	**X**

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Exhibit II: Engineer's Summary Letter

No construction plans will be accepted unless accompanied by a summary letter signed and sealed by the same registered Texas professional engineer who sealed the construction plans. Summary letters for small projects do not require an engineer unless slopes or trenches exceed five feet (see City of Austin LDC Sec. 25-5-3).

The summary letter should describe the proposed development and might include, but not limited to, the following:

- Acreage to be developed
- Watershed in which project is located
- Type of development
- Explanation of any proposed project phasing
- Methods to be used for handling stormwater runoff – i.e., drainage easements, channels, curb inlets, storm sewers, detention, sedimentation and filtration ponds, water quality control methods, etc.
- Effect the proposed development will have on existing and future drainage systems in the area and on the natural and traditional character of the land and waterways
- Justification for exemption from the watershed protection regulations
- Address dam safety and landfill certification requirements
- Include variance request with a description of the variance and justification, and the applicable ordinance and section

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Exhibit III: Owner's Detention Ponding Release Letter

Following is an example of a release letter for detention ponding in parking areas exceeding the allowable eight-inch average, or 12-inch maximum depth. A note on the construction plans cannot replace the required release letter.

City of Austin
Development Services Department
P. O. Box 1088
Austin, Texas 78767-8835

Attn: Case Manager

Re: Acknowledgment of Ponding Depth

Project Name: _____

Address: _____

Site Plan/Site Development Permit No: _____

Gentlemen:

This letter shall serve as notification that the undersigned property owner is aware that a portion of the proposed parking lot serving this site is to be used as a detention pond area and the depth of water can reach _____ inches in a 100-year design storm.

Acknowledging this, the undersigned relieves the City of Austin and the design engineer of any liability which may occur as a result of this detention design.

_____
Signature of Owner

_____
Title

_____
Date

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Exhibit IV: Standard Site Plan Notes (if applicable)

Ordinance Requirements

1. All improvements shall be made in accordance with the released site plan. Any additional improvements will require a site plan amendment and approval from the Development Services Department.
2. Approval of this site plan does not include Building Code approval; Fire Code approval; or building, demolition, or relocation permits approval. A City demolition or relocation permit can only be issued once the historic review process is completed.
3. All signs must comply with the requirements of the City of Austin Land Development Code.
4. The owner is responsible for all costs of relocation of, or damage to, utilities.
5. Additional electric easements may be required at a later date.
6. A Site Development Permit must be issued prior to an application for building permit for non-consolidated or Land Use Commission approved site plans.
7. Water and wastewater service will be provided by the City of Austin — *or identify the service provider if other than the City of Austin*.
8. No certificate of occupancy may be issued for the proposed residential condominium project until the owner or owners of the property have complied with Chapter 81 and 82 of the Property Code of the State of Texas or any other statutes enacted by the State concerning condominiums.
9. For construction within the right-of-way, a R.O.W. excavation permit is required.

Compatibility

1. Highly reflective materials will not be used. Materials may not exceed 20% reflectivity. This requirement shall not apply to solar panels or to copper or painted metal roofs.
2. The noise level of mechanical equipment will not exceed 70 d.b.a. at the property line adjacent to residential uses.
3. All exterior lighting shall be hooded or shielded from the view of adjacent residential uses, or property zoned residential.
4. Exterior lighting above the second floor is prohibited when adjacent to residential property.
5. All dumpsters and any permanently placed refuse receptacles will be located at a minimum of twenty (20) feet from a property used or zoned as SF-5 or more restrictive.

Fire Department

1. The Austin Fire Department requires asphalt or concrete pavement prior to construction as an "all-weather driving surface."
2. Hydrants must be installed with the center of the four-inch opening at least 18 inches above finished grade. The four-inch opening must face the driveway or street with three- to six-foot setbacks from the curbline(s). No obstruction is allowed within three feet of any hydrant and the four-inch opening must be totally unobstructed from the street.
3. TIMING OF INSTALLATION: When fire protection facilities are installed by the developer, such facilities shall include all surface access roads which shall be installed and made serviceable prior to and during the time of construction. Where alternative methods of protection, as approved by the Fire Chief, are provided, the above may be modified or waived.
4. All pervious/decorative paving shall be engineered and installed for 80,000 lb. live-vehicle loads. Any pervious/decorative paving within 100 feet of any building must be approved by the Fire Department.
5. Commercial dumpsters and containers with an individual capacity of 1.5 cubic yards or greater shall not be stored or placed within ten feet of openings, combustible walls, or combustible eave lines.

6. Fire lanes designated on site plan shall be registered with City of Austin Fire Marshal's office and inspected for final approval.
7. Vertical clearance required for fire apparatus is 14 feet for full width of access drive.

GENERAL CONSTRUCTION NOTES

1. All responsibility for the adequacy of these plans remains with the engineer who prepared them. In reviewing these plans, the City of Austin must rely on the adequacy of the work of the design engineer.
2. Contractor shall call Texas 811 (811 or 1-800-344-8377) for utility locations prior to any work in City easements or street R.O.W.
3. Contractor shall notify the City of Austin – Site & Subdivision Division to submit required documentation, pay Construction Inspection Fees, and to schedule the required Site and Subdivision Pre-Construction Meeting. This meeting must be held prior to any construction activities within the R.O.W. or public easements. Please visit http://austintexas.gov/page/commercial-site-and-subdivision-inspections for a list of submittal requirements, information concerning fees, and contact information.
4. For slopes or trenches greater than five feet in depth, a note must be added stating: "All construction operations shall be accomplished in accordance with applicable regulations of the U.S. Occupational Safety and Health Administration." (OSHA standards may be purchased from the Government Printing Office; information and related reference materials may be purchased from OSHA, 611 East 6th Street, Austin Texas.)
5. All site work must also comply with Environmental requirements.
6. Upon completion of the proposed site improvements and prior to the following, the engineer shall certify in writing that the proposed drainage, filtration and detention facilities were constructed in conformance with the approved plans:

   ☐ Release of the Certificate of Occupancy by the Development Services Department (inside the City limits); or

   ☐ Installation of an electric or water meter (in the five-mile ETJ)

Developer Information

_____ _____
Owner Phone #

_____
Owner Address

_____ _____
Owner's representative responsible for plan alterations Phone #

_____ _____
Person or firm responsible for erosion/sedimentation control maintenance Phone #

_____ _____
Person or firm responsible for tree/natural area protection maintenance Phone #

AMERICANS WITH DISABILITIES ACT

The City of Austin has reviewed this plan for compliance with City development regulations only. The applicant, property owner, and occupant of the premises are responsible for determining whether the

plan complies with all other laws, regulations, and restrictions which may be applicable to the property and its use.

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Exhibit V: Revisions / Corrections

Number	Description	Revise (R) Add (A) Void (V) Sheet No.s	Total # Sheets in Plan Set	Net Change Imp. Cover (sq. ft.)	Total Site Imp. Cover (sq. ft.) / %	City of Austin Approval - Date	Date Imaged

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Exhibit VI: Traffic Study Requirements for On-Street Parking Request

With the application to allow on-street parking on Core Transit Corridors within the City limits, an engineering study shall be submitted prepared by a Professional Engineer with a proficiency in Traffic Engineering. The minimal requirements for the study are:

1. Location
2. Right-of-way width
3. Street width
4. Street lane configuration
5. Proposed sidewalk features
6. Land uses in area
7. Driveways in area
8. Other parking allowed on-street in the area
9. Bicycle routes in the area
10. Traffic volumes (hourly for 24 hours, by direction)
11. Posted speed
12. Operating Speed (85th percentile speed by direction)
13. Location of nearby Capital Metro bus stops
14. Distance downstream to signal or stop sign
15. Distance upstream to signal or stop sign
16. Sight distance to and from parking location
17. Show how ADA/TAS requirements are met
18. Proposed safety mitigation measures
19. Recommendation of the Engineer

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Exhibit VII: Environmental Resource Inventory – Critical Environmental Feature Worksheet

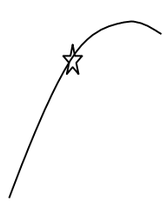
1	Project Name:	
2	Project Address:	
3	Site Visit Date:	
4	Environmental Resource Inventory Date:	

5	Primary Contact Name:	
6	Phone Number:	
7	Prepared By:	
8	Email Address:	

9	FEATURE TYPE {Wetland,Rimrock, Bluffs,Recharge Feature,Spring}	FEATURE ID (eg S-1)	FEATURE LONGITUDE (WGS 1984 in Meters)		FEATURE LATITUDE (WGS 1984 in Meters)		WETLAND DIMENSIONS (ft)		RIMROCK/BLUFF DIMENSIONS (ft)		RECHARGE FEATURE DIMENSIONS				Springs Est. Discharge
			coordinate	*notation*	*coordinate*	*notation*	X	Y	Length	Avg Height	X	Y	Z	Trend	cfs

City of Austin Use Only CASE NUMBER:	

For rimrock, locate the midpoint of the segment that describes the feature.



For wetlands, locate the approximate centroid of the feature and the estimated area.

For a spring or seep, locate the source of groundwater that feeds a pool or stream.

Please state the method of coordinate data collection and the approximate precision and accuracy of the points and the unit of measurement.

Method		Accuracy	
GPS	☐	sub-meter	☐
Surveyed	☐	meter	☐
Other	☐	> 1 meter	☐

Professional Geologists apply seal below

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Exhibit VIII: Electronic Submittal

The following requirements become effective for any plans submitted after January 1, 2010.

1. **In an effort to:**
   - Improve geographic information system (GIS) data;
   - Improve the efficiency of GIS data creation; and
   - Provide a more comprehensive view of existing and proposed infrastructure;

   Provide a base file in *.dgn, *.dwg, or *.dxf, format of existing and proposed improvements listed in the following table, and specify layer name or number. File shall be referenced to the Texas Central State Plane (NAD83, survey feet) projection, and elevation data shall be referenced to the NAVD88 (feet) datum. Grid coordinates are recommended for alignment with City of Austin GIS data.

   Is the file in (check one):

   ☐ Grid coordinates

   ☐ Surface coordinates

   Average projection scale factor/Average combined factor (10 digits min.):

   _____

   — Electronic seals shall be provided or excluded in accordance with Texas Board of Professional Engineers Rules and Texas Board of Architectural Examiners Rules.
   — CADD files that contain more base layers than listed below are encouraged but are not required. CADD files may be locked or read-only.
   — Electronic files shall be submitted on a USB flash drive. The flash drive will be copied at Intake and returned to you.

   The following layers are required at the time of first formal submittal:

Description	☒ **if n/a**	**Layer Name and/or Number (please specify)**
Site boundaries		
Existing lot lines or legal tract boundaries		
Limits of Construction		

The following base files are required prior to site plan release:

Description	☒ if n/a	Layer Name and/or Number (please specify)
Site boundaries		
Existing lot lines or legal tract boundaries		
Limits of Construction		
Easements		
Utilities (lines and appurtenances)		
Stormwater drainage system lines and appurtenances [1]		
Water Quality and Detention Facilities [2]		
Trees (location, size, and species) [3]		
Critical environmental features and buffers as depicted on plans		
Roadway Infrastructure (pavement lines, poles, luminaires, and appurtenances) [4]		
Sidewalks		
Open Space [5]		
Building Footprints		
Floodplain Delineation (existing & proposed as depicted on plan)		
Legend (may be in separate file)		

1: Location of pipes, culverts, flumes and channels (Centerlines are preferred but pipe ODs and channel grading are acceptable). Appurtenances depicted with symbols per plan for inlets, manholes, flumes, bridge inlets, headwalls, wet wells for storm discharge pumps, etc. Station lines and numbers.

2: Delineation of detention, sedimentation, filtration and wet ponds (delineation of 100-year surface, WQ volume elevation, or permanent pool elevation is preferred, but walls and grading lines are acceptable), gabion, splitter box, wet wells for storm discharge pumps, headwalls, any outflow structure, vegetative filter strip areas, stormwater re-irrigation areas.

3: COGO point data preferred, but tree number & legend acceptable.

4: Edge of pavement, curb and gutter lines as depicted on plans, luminaires, poles, pullboxes, signal poles, and signal cabinets.

5: Delineation of open space as required on the site plan or subdivision. Only open spaces on the ground are required. Above ground spaces such as balconies are not required.

2. **Provide an electronic copy of the following in *.pdf format** with the following recommended file name convention at the time of first formal submittal:

Description	Recommended File Name
Engineer's report	[Case_Number]_Eng_report.pdf
Drainage report (if applicable)	[Case_Number]_Drg_report.pdf
Engineer's summary letter	[Case_Number]_Eng_summary.pdf
All sheets in Site Plan	[Case_Number]~U[Update #]_[sheet_#].pdf
Application package (i.e. application, tax certificate(s), waiver request(s), etc.)	[Case_Number]_Application.pdf

3. **Provide electronic files for drainage model.** Resubmittal of drainage model is required for any modification.

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