

Completeness Check Review Guidelines

Preliminary Subdivision Subdivision Review

- Proof of Ownership
- Copies of correct deeds
- All owners' signatures
- If site already developed, ask for As-Built Survey OR note to applicant that any approved site plan will need to be corrected/revised to match new lot configuration.
- Tax Certificates
 - Indicating taxes paid up
 - Covering property in its entirety (total acreage)
- Lots meet zoning regulations or zoning application in house
- If balance of tract, need deeds and tax plat of original tract
- Is preliminary plan necessary?
- Tax Plats Current
- Jurisdiction
- Chapter 245 Determination

Water Quality and Drainage Construction Review

- Engineer's seal (without qualifiers), signature & date on all unbound sheets & front page of bound documents containing engineering work
- Engineer's project summary letter (signed, sealed and dated by P.E.)
- Discussion of compliance with 2-year peak flow control and water quality requirements
- Provision (or formal request to Watershed Engineering Division for RSMP or waiver) for flood control compliance
- Public roadways - layout, classification and geometric data
- Floodplain delineations and drainage easements (or ROW) for fully developed condition flows
- Drainage area map (off-site and on-site) with flow patterns (Preliminaries only)
- Drainage/2-year peak flow control/water quality study with hydrologic & hydraulic data for associated infrastructure including applicable ECM Appendix R Table
- Depiction of drainage/2-year peak flow control/water quality controls
- Access, operation and maintenance easements for flood, 2-year peak flow control and water quality controls

FEMA Floodplain Review

- Floodplain note on the cover page with correct FEMA FIRM Panel number and revision letter (suffix), as well as correct effective date
- FEMA 100-year floodplain is clearly delineated
- Do the topographic lines indicate a defined channel on or near the site? If so, have they dedicated an easement (with easement document note) for this channel if the drainage area is less than 64 acres? If the drainage study is greater than 64 acres, have they provided a floodplain study?
- No development in the fully developed 25-year floodplain (see DCM 25-7-92)

Completeness Check Review Guidelines

Preliminary Subdivision Environmental Review

- Identify variances – 25-8-41, 42, 43
- Erosion sedimentation control plan – 25-8-181
- Tree protection plan (including survey of all trees 8 inches and larger) – 25-8-604
- Slope map (except in urban watersheds) – 25-8-301
- Grading plan – 25-8-604
- Appendix Q1/Q2 – 25-8-62, 63
- Critical environmental features identified – 25-8-281
- Environmental assessment (if required by ERM) – 25-8-121
- Engineer's report - Application
- Plat notes – ECM Appendix P
- CWQZ/WQTZ and 100 year floodplains delineated – 25-8-92, 93
- Watershed status and standard notes - Application
- Restrictive covenants - Application
- Storm Water Pollution Prevention Plan (if over 1 acre LOC and if infrastructure is proposed) – ECM 1.4.0

Transportation Review

- Street Design table: ROW, pavement, & cross-section for each street
- Sidewalk locations by dotted line, deferral note, or variance request
- Sidewalk note
- Survey ties across all existing streets

Austin Energy

- Show standard Austin Energy notes.

Completeness Check Review Guidelines

Final Plat

Subdivision Review

- Proof of Ownership
- Copies of correct deeds
- All owners' signatures
- If site already developed, ask for As-Built Survey OR note to applicant that any approved site plan will need to be corrected/revise to match new lot configuration.
- Tax Certificates
 - Indicating taxes paid up
 - Covering property in its entirety (total acreage)
- Lots meet zoning regulations or zoning application in house
- If balance of tract, need deeds and tax plat of original tract
- Is preliminary plan necessary?
- Tax Plats Current
- Jurisdiction Chapter 245 Determination
- Previous Recorded Plat (if proposing amended plat or re-subdivision)
- If final with preliminary, copy of approved preliminary - make sure they match
- If in correct application (amended/resubdivision/final, etc.)

Water Quality and Drainage Construction Review

- Engineer's seal (w/o qualifiers), signature & date on all unbound sheets and front page of bound documents containing engineering work including plat
- Surveyor's seal, signature & date
- Engineer's summary letter (signed, sealed and dated by P.E.)
- Standard notes from application packet (especially floodplain)
- Floodplain delineations and drainage easements (or ROW) for fully developed condition flows per preliminary plan or drainage study for final plats w/o preliminary plan
- Access, operation and maintenance easements for flood, 2-year peak flow control and water quality controls
- Offsite drainage study for final w/o preliminary plans

FEMA Floodplain Review

- Floodplain note on the cover page with correct FEMA FIRM Panel number and revision letter (suffix), as well as correct effective date
- FEMA floodplain delineations and drainage easements (or ROW) for FEMA flows per preliminary plan or drainage study for final plats w/o preliminary plan
- Do the topographic lines indicate a defined channel on or near the site? If so, have they dedicated an easement (with easement document note) for this channel if the drainage area is less than 64 acres? If the drainage study is greater than 64 acres, have they provided a floodplain study?

Completeness Check Review Guidelines

Final Plat

Environmental Review

- Identify variances – 25-8-41, 42, 43
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- Engineer's report - Application
- Plat notes – ECM Appendix P
- CWQZ/WQTZ and 100 year floodplains delineated – 25-8-92, 93
- Watershed status and standard notes - Application
- Restrictive covenants - Application
- Storm Water Pollution Prevention Plan (if over 1 acre LOC and if infrastructure is proposed) – ECM 1.4.0

Transportation Review

- If final with prelim, final must match prelim
- If final with prelim, note that all streets constructed to COA standards
- Sidewalk locations by dotted line, deferral note, or variance request
- Sidewalk note
- Survey ties across all existing streets

Austin Energy

- Show standard Austin Energy notes

Completeness Check Review Guidelines

Subdivision Construction Plans

Water Quality and Drainage Construction Review

- Engineer's seal (w/o qualifiers), signature & date on all unbound sheets & front page of bound documents containing engineering work
- Recorded Final Plat (or concurrent submittal) or legal tract determination (subdivisions only; site planner checks site plans)
- Engineer's project summary letter (signed, sealed and dated by P.E.)
- Discussion of compliance with 2-year peak flow control and water quality requirements
- Provision (or formal request to Watershed Engineering Division for RSMP or waiver) for flood control compliance
- Standard details from application packet
- Private and public streets - layout and geometric data
- Floodplain delineations and drainage easements (or ROW) for fully developed condition flows
- Drainage area map (off-site and on-site) with flow patterns
- Drainage/2-year peak flow control/water quality study with hydrologic & hydraulic data for associated infrastructure using acceptable approved methods
- Detailed drainage/2-year peak flow control/ water quality plan and physical data (existing and proposed) for associated infrastructure
- Access, operation and maintenance easements for flood, 2-year peak flow control and water quality controls
- Drainage layout map with drainage system layout
- Street and drainage plans with station and elevation
- Street and drainage profiles with support data
- Detention pond to control 2-,10-,25-, and 100-year storm events and standard details

FEMA Floodplain Review

- FEMA floodplain delineations and drainage easements (or ROW) for FEMA flows per preliminary plan or drainage study for final plats w/o preliminary plan

Environmental Review

- Identify variances - 25-8-41, 42, 43
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- Plat notes – ECM Appendix P
- CWQZ/WQTZ and 100 year floodplains delineated – 25-8-92, 93
- Watershed status and standard notes - Application
- Restrictive covenants - Application
- Storm Water Pollution Prevention Plan (if over 1 acre LOC and if infrastructure is proposed) – ECM 1.4.0

Completeness Check Review Guidelines

Subdivision Construction Plans

Austin Water Utility (AWU) General Requirements

- Add a copy of the W/WW Service Extension Request to the cover sheet. A completed and signed SER is not necessary for completeness check. However, an application should have been submitted.
- Pressure Zone and Service Extension Number are required on cover sheet.
- A general location map (Showing Grid number & Mapsco Page number)
- Standard and updated Austin Water Utility construction notes.
- Size, pipe material and location of main with respect to the easements and rights-of way.
- Location, size and material of all existing water and wastewater mains, lines and services. Indicate wastewater flow direction on all plan views for both existing and proposed wastewater mains.
- Location, size and description of other utilities where they may conflict with water or wastewater mains or other service lines.

AWU Water System Checklist

All plan view drawings shall include all applicable items listed in the General Requirements above plus the following items.

- Stations of all proposed connections to existing or proposed water mains. Provide water ID numbers and water intersection numbers at all water connection points.
- Calculated design pressures at highest and lowest lot served and provide fire flow demand in gpm per the International Fire Code (Show information on Cover Sheet).
- Retaining walls, including geo-grid, straps, tie-backs and all other components.

All profile views shall be provided for all water mains 12 inches in diameter and larger; it shall show all applicable items listed in the General Requirements plus the following items:

- The existing ground profile and proposed street finish grade or subgrade.
- Station numbers and elevations of all utility crossings.
- Identify pipe size, percent grade and pipe material to be used including ASTM and/or AWWA designation. If an alternate material is to be allowed, both should be listed (example "D.I. Class 350 or 250 or DR14 C900 PVC").
- Station numbers and elevations for starting points, ending points, point of intersection, grade breaks, valves, fire hydrants, air release valves, pressure/flow regulating valves and at intermediate points every 100 feet.
- Retaining walls, including geo-grid, straps, tie-backs and all other components.

Completeness Check Review Guidelines

Subdivision Construction Plans

AWU Wastewater System Checklist

All plan view drawings shall include all applicable items listed in the General Requirements mentioned above plus the following items:

- Station numbers at all proposed connections to existing or proposed wastewater mains.
- Provide manhole ID numbers and profile numbers or City Job numbers at all wastewater connection points.
- The location, alignment and structural features of the wastewater main, including manholes and concrete retards, if applicable.
- Station numbers for beginning points, ending points, manholes, clean-outs and other appurtenances.
- Location of all existing and proposed wastewater services, mains and manholes.
- Retaining walls, including geo-grid, straps, tie-backs and all other components.

A profile view shall be provided for all wastewater mains and shall include all applicable items listed in the general requirements above plus the following items:

- The existing ground profile and proposed street finish grade or sub-grade or finished grade if not under pavement.
- Station numbers and elevations of all utility crossings.
- Identify the pipe size, percent grade and pipe material to be used including ASTM and/or AWWA designation. If an alternate material is to be allowed, both should be listed (example "DI class 350 or SDR 26 PVC").
- Station numbers and elevations for starting points, ending points, manholes, clean-outs and at intermediate points every 100 feet.
- Elevations shall be indicated on the profile showing the finish floor elevations of all existing structures. If the structure has an active septic tank or other disposal system, the flow line elevation of the plumbing where it exits from the structure is to be indicated. If a lot or tract is vacant, side shots may be required from the middle of each lot to ensure gravity service is possible from the lot to the main.
- Design flows, minimum and maximum, and flow velocities at minimum and maximum dry weather flows.
- Retaining walls, including geo-grid, straps, tie-backs and all other components.
- Culverts, bridges and other drainage structures.

Austin Energy

- Show standard Austin Energy notes
- Show existing electric facilities

Completeness Check Review Guidelines

Subdivision Construction Plans

Right-of-Way Management

- Required TCP Details: Appropriate 804s series
 - Lane Closures and Flagging
 - Sidewalk affected
 - Devices
 - Cones
 - Barricades
 - Signs
 - Work area protection
 - Temporary Paving (1100s4 series)
 - Steel Plates (or backfill each day)
 - Fencing
 - Material and Equipment Storage
 - Covered Walkways for all overhead activities
 - Stabilized Const. Entrance
 - Detours
 - General Notes

*If an engineered Traffic Control Plan (T.C.P.) is not provided, work specific details must be called out in the plan view.

- AULCC clearance for all utility extensions over 300' outside DAPCZ and over 25' in DAPCZ
- Other Considerations (FYI'S)
- Parking
 - Utilizing public parking (metered spaces)
- Restoration
 - Asphalt/Pavement (1100s series details)
 - Sidewalk (sidewalk repair details)
 - Driveways (appropriate 400s series)
 - Curb Repair (appropriate 400s series)
 - Pipe installation and Trench Repair
 - Pavement Marking
 - If pavement striping or traffic control signs are proposed, a Pavement Striping and Signs Plan is required.

Completeness Check Review Guidelines

Amended Plat/Resubdivision

Subdivision Review

- Proof of Ownership
- Copies of correct deeds
- All owners' signatures
- If site already developed, ask for As-Built Survey OR note to applicant that any approved site plan will need to be corrected/revised to match new lot configuration.
- Tax Certificates
 - Indicating taxes paid up
 - Covering property in its entirety (total acreage)
- Lots meet zoning regulations or zoning application in house
- Tax Plats Current
- Jurisdiction
- Chapter 245 Determination
- Previous Recorded Plat (if proposing amended plat or resubdivision)
- If in correct application (amended/resubdivision/final...etc.)

Environmental Review

- Identify variances - 25-8-41, 42, 43
- Critical environmental features identified – 25-8-281
- Environmental assessment (if required by ERM) – 25-8-121
- Engineer's report - Application
- Plat notes – ECM Appendix P
- Watershed status and standard notes - Application
- Restrictive covenants - Application

Completeness Check Review Guidelines

Boat Docks

Environmental Review

- Identify variances - 25-8-41, 42, 43
- Erosion sedimentation control plan – 25-8-181
- Tree protection plan (including survey of all trees 8 inches and larger) – 25-8-604
- Slope map (except in urban watersheds) – 25-8-301
- Environmental assessment (if required by ERM) – 25-8-121
- Engineer's report - Application
- Plat notes – ECM Appendix P
- CWQZ/WQTZ and 100 year floodplains delineated– 25-8-92, 93
- Watershed status and standard notes - Application
- Restrictive covenants - Application
- Storm Water Pollution Prevention Plan (if over 1 acre LOC and if infrastructure is proposed) – ECM 1.4.0

Site Plan Review

- Show overall tract, including boundary lines with bearings and dimensions
- Show limits of construction
- Proof of ownership of property and of off-site residence, if applicable
- Owner's signature
- Legal description, and Land Status Report if applicable
- Legal description on plan matches tax certificate (unless tax exempt)
- Location, dimension, section, and details of bulkheads, retaining walls, and boat dock

Completeness Check Review Guidelines

Telecommunication Towers

Water Quality and Drainage Construction Review

- Engineer's seal (w/o qualifiers), signature & date on all unbound sheets & front page of bound documents containing engineering work
- Copy of recorded Final Plat (or concurrent submittal) or legal tract determination
- Engineer's project summary letter (signed, sealed and dated by P.E.)
- Discussion of compliance with 2-year peak flow control and water quality requirements
- Provision (or copy of formal request to Watershed Engineering Division for RSMP or waiver) for flood control compliance
- Standard details from application packet
- Private and public roadways - layout and geometric data
- Floodplain delineations and drainage easements (or ROW) for fully developed condition flows
- Drainage area map (off-site and on-site) with flow patterns
- Drainage/2-year peak flow control/water quality study with hydrologic & hydraulic data for associated infrastructure
- Detailed drainage/2-year peak flow control/ water quality plan and physical data (existing and proposed) for associated infrastructure
- Access, operation and maintenance easements for flood, 2-year peak flow control and water quality controls
- Drainage layout map with drainage system layout
- Detention pond and standard details
- Applicable ECM R Table for water quality on water quality plan sheet

FEMA Floodplain Review

- Floodplain note on the cover page with correct FEMA FIRM Panel number and revision letter (suffix), as well as correct effective date
- Lowest Finished Floor Elevation (FFE) on all proposed structures in relation to Mean Sea Level (MSL) (regardless of whether or not proposed structure is in the floodplain) (see Building Criteria Manual Ch. 58, Art. 8, C. 1. A.)
- FEMA 100-year floodplain is clearly delineated
- Do the topographic lines indicate a defined channel on or near the site? If so, have they dedicated an easement (with easement document note) for this channel if the drainage area is less than 64 acres? If the drainage study is greater than 64 acres, have they provided a floodplain study?
- If there's parking in the fully developed 100-year floodplain, is the average depth less than eight inches and the greatest depth no more than twelve inches? (see DCM 25-7-95)
- No development in the fully developed 25-year floodplain (see DCM 25-7-92)

Site Plan Review

- Show overall tract, including boundary lines with bearings and dimensions
- Show limits of construction
- Proof of ownership
- Owner's signature
- Legal description, and Land Status Report if applicable
- Legal description on plan matches tax certificate (unless tax exempt)
- Height of the tower
- All proposed construction and site construction detail
- Affidavit stating that the antenna array is not located on or within historic, day care, or residential areas.
- Affidavit stating that there are no existing available or suitable structures for mounting the antenna in the search area.

Completeness Check Review Guidelines

Telecommunication Towers

Environmental Review

- Identify variances - 25-8-41, 42, 43
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- Slope map (except in urban watersheds) – 25-8-301
- Grading plan – 25-8-604
- Appendix Q1/Q2 – 25-8-62, 63
- Critical environmental features identified – 25-8-281
- Environmental assessment (if required by ERM) – 25-8-121
- Engineer's report - Application
- Landscape plans, Appendix C, notes and details
- Plat notes – ECM Appendix P
- WQZ/WQTZ and 100 year floodplains delineated – 25-8-92, 93
- Watershed status and standard notes - Application
- Restrictive covenants - Application
- Storm Water Pollution Prevention Plan (if over 1 acre LOC and if infrastructure is proposed) – ECM 1.4.0

Austin Energy

- Show standard Austin Energy notes
- Show existing electric facilities

Completeness Check Review Guidelines

Utility Lines

Water Quality and Drainage Construction Review

- Engineer's seal (w/o qualifiers), signature & date on all unbound sheets & front page of bound documents containing engineering work
- Copy of recorded Final Plat (or concurrent submittal) or legal tract determination
- Engineer's project summary letter (signed, sealed and dated by P.E.)
- Discussion of compliance with 2-year peak flow control and water quality requirements
- Provision (or copy of formal request to Watershed Engineering Division for RSMP or waiver) for flood control compliance
- Standard details from application packet
- Private and public roadways - layout and geometric data
- Floodplain delineations and drainage easements (or ROW) for fully developed condition flows
- Drainage area map (off-site and on-site) with flow patterns
- Drainage/2-year peak flow control/water quality study with hydrologic & hydraulic data for associated infrastructure
- Detailed drainage/2-year peak flow control/ water quality plan and physical data (existing and proposed) for associated infrastructure
- Access, operation and maintenance easements for flood, 2-year peak flow control and water quality controls
- Drainage layout map with drainage system layout
- Detention pond and standard details
- Applicable ECM R Table for water quality on water quality plan sheet

FEMA Floodplain Review

- Floodplain note on the cover page with correct FEMA FIRM Panel number and revision letter (suffix), as well as correct effective date
- Lowest Finished Floor Elevation (FFE) on all proposed structures in relation to Mean Sea Level (MSL) (regardless of whether or not proposed structure is in the floodplain) (see Building Criteria Manual Ch. 58, Art. 8, C. 1. A.)
- FEMA 100-year floodplain is clearly delineated
- Do the topographic lines indicate a defined channel on or near the site? If so, have they dedicated an easement (with easement document note) for this channel if the drainage area is less than 64 acres? If the drainage study is greater than 64 acres, have they provided a floodplain study?
- If there's parking in the fully developed 100-year floodplain, is the average depth less than eight inches and the greatest depth no more than twelve inches? (see DCM 25-7-95)
- No development in the fully developed 25-year floodplain (see DCM 25-7-92)

Environmental Review

- Identify variances - 25-8-41, 42, 43
- Erosion sedimentation control plan – 25-8-181
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- Watershed status and standard notes - Application
- Restrictive covenants - Application
- Storm Water Pollution Prevention Plan (if over 1 acre LOC and if infrastructure is proposed) – ECM 1.4.0

Completeness Check Review Guidelines

Utility Lines

Austin Energy

- Show standard Austin Energy notes
- Show existing electric facilities

Right-of-Way Management

- Required TCP Details: Appropriate 804s series
 - Lane Closures and Flagging
 - Sidewalk affected
 - Devices
 - Cones
 - Barricades
 - Signs
 - Work area protection
 - Temporary Paving (1100s4 series)
 - Steel Plates (or backfill each day)
 - Fencing
 - Material and Equipment Storage
 - Covered Walkways for all overhead activities
 - Stabilized Const. Entrance
 - Detours
 - General Notes

*If an engineered Traffic Control Plan (T.C.P.) is not provided, work specific details must be called out in the plan view.

- AULCC clearance for all utility extensions over 300' outside DAPCZ and over 25' in DAPCZ
- Other Considerations (FYI'S)
- Parking
 - Utilizing public parking (metered spaces)
- Restoration
 - Asphalt/Pavement (1100s series details)
 - Sidewalk (sidewalk repair details)
 - Driveways (appropriate 400s series)
 - Curb Repair (appropriate 400s series)
 - Pipe installation and Trench Repair
 - Pavement Marking

Completeness Check Review Guidelines

Consolidated Site Plan

Site Plan Review

- Correct type of application for proposed project
- Summary letter included
- Commission approval required (CUP, HCR, East Austin Overlay)
- Zoning application needed (check conditional overlay)
- Legal description, and Land Status Report if applicable
- Legal description on plan matches tax certificate (unless tax exempt)
- Signature on application matches owner on tax certificate or warranty deed
- Boundary lines with bearings and dimensions
- All zoning districts on or near the site
- Existing land uses on adjoining tracts (& across street if compatibility)
- Site table indicating:
 - total area of site
 - FAR for each zoning district (except MF-1, MF-2, and MF-6)
 - impervious cover for each zoning district (sq. ft. and %)
 - building coverage for each zoning district (sq. ft. and %)
- Building table indicating:
 - proposed use and sq. ft. for each use
 - number of stories
 - actual height
 - total square footage for building
- Hill Country Roadway (if applicable):
 - slope map
 - table showing floor area & FAR by slope category (except SW Pkwy.)
- Commercial Design Standards addressed:
 - Correct roadway type
 - Building placement
 - Sidewalk layout correctly shown
 - Alternative equivalent compliance noted, if requested
- Compatibility elevations and cross-sections (if applicable)
- Demolitions referred to Historic Preservation Officer
- Airport Hazard Area
- Small project?
- Chapter 245 application included and signed
- Correct tax plats (not required for small projects) - current and to scale

Completeness Check Review Guidelines

Consolidated Site Plan

Water Quality and Drainage Construction Review

- Engineer's seal (w/o qualifiers), signature & date on all unbound sheets & front page of bound documents containing engineering work
- Copy of recorded Final Plat (or concurrent submittal) or legal tract determination
- Engineer's project summary letter (signed, sealed and dated by P.E.)
- Discussion of compliance with 2-year peak flow control and water quality requirements
- Provision (or copy of formal request to Watershed Engineering Division for RSMP or waiver) for flood control compliance
- Standard details from application packet
- Private and public roadways - layout and geometric data
- Floodplain delineations and drainage easements (or ROW) for fully developed condition flows
- Drainage area map (off-site and on-site) with flow patterns
- Drainage/2-year peak flow control/water quality study with hydrologic & hydraulic data for associated infrastructure
- Detailed drainage/2-year peak flow control/ water quality plan and physical data (existing and proposed) for associated infrastructure
- Access, operation and maintenance easements for flood, 2-year peak flow control and water quality controls
- Drainage layout map with drainage system layout
- Street and drainage plans with station and elevation
- Street and drainage profiles with support data
- Detention pond and standard details
- Applicable ECM R Table for water quality on water quality plan sheet

FEMA Floodplain Review

- Floodplain note on the cover page with correct FEMA FIRM Panel number and revision letter (suffix), as well as correct effective date
- Lowest Finished Floor Elevation (FFE) on all proposed structures in relation to Mean Sea Level (MSL) (regardless of whether or not proposed structure is in the floodplain) (see Building Criteria Manual Ch. 58, Art. 8, C. 1. A.)
- FEMA 100-year floodplain is clearly delineated
- Do the topographic lines indicate a defined channel on or near the site? If so, have they dedicated an easement (with easement document note) for this channel if the drainage area is less than 64 acres? If the drainage study is greater than 64 acres, have they provided a floodplain study?
- If there's parking in the fully developed 100-year floodplain, is the average depth less than eight inches and the greatest depth no more than twelve inches? (see DCM 25-7-95)
- No development in the fully developed 25-year floodplain (see DCM 25-7-92)

Completeness Check Review Guidelines

Consolidated Site Plan

Environmental Review

- Chapter 245 determination
- Identify variances - 25-8-41, 42, 43
- Erosion sedimentation control plan – 25-8-181
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- Engineer's report - Application
- Landscape plans, Appendix C, notes and details
- Plat notes – ECM Appendix P
- CWQZ/WQTZ and 100 year floodplains delineated – 25-8-92, 93
- Watershed status and standard notes - Application
- Restrictive covenants - Application
- Storm Water Pollution Prevention Plan (if over 1 acre LOC and if infrastructure is proposed) – ECM 1.4.0

Transportation Review

- Driveway spacing:
 - adjacent driveways within 200 ft.
 - offsets from opposing driveways (undivided streets only)
- Parking table:
 - proposed use and sq. ft.
 - # of required and provided parking spaces
- Parking spaces:
 - width, depth, and angle of stalls
 - aisle width
- ADA accessible routes, ramps, and parking spaces
- Existing right-of-way width
- TXDOT station numbers (if access is proposed to State highway)
- Sidewalks, deferral note, or waiver request (except on certain State highways where sidewalks are not required).
- Traffic Impact Analysis (TIA) determination form
- Identify the Principal Street by roadway type, including internal circulation routes

Austin Water Utility General Requirements

- Add a copy of the W/WW Service Extension Request to the cover sheet. A completed and signed SER is not necessary for completeness check. However, an application should have been submitted.
- Pressure Zone and Service Extension Number are required on cover sheet.
- A general location map (Showing Grid number & Mapsco Page number)
- Standard and updated Austin Water Utility construction notes.
- Size, pipe material and location of main with respect to the easements and rights-of way.
- Location, size and material of all existing water and wastewater mains, lines and services. Indicate wastewater flow direction on all plan views for both existing and proposed wastewater mains.
- Location, size and description of other utilities where they may conflict with water or wastewater mains or other service lines.

Completeness Check Review Guidelines

Consolidated Site Plan **AWU Water System Checklist**

All plan view drawings shall include all applicable items listed in the General Requirements above plus the following items:

- Stations of all proposed connections to existing or proposed water mains. Provide water ID numbers and water intersection numbers at all water connection points.
- Calculated design pressure at highest and lowest lot served and provide fire flow demand in gpm per the International Fire Code (Show information on Cover Sheet).
- Retaining walls, including geo-grid, straps, tie-backs and all other components.

All profile views shall be provided for all water mains 12 inches in diameter and larger; it shall show all applicable items listed in the General Requirements plus the following items:

- The existing ground profile and proposed street finish grade or subgrade.
- Station numbers and elevations of all utility crossings.
- Identify pipe size, percent grade and pipe material to be used including ASTM and/or AWWA designation. If an alternate material is to be allowed, both should be listed (example "D.I. Class 350 or 250 or DR14 C900 PVC").
- Station numbers and elevations for starting points, ending points, point of intersection, grade breaks, valves, fire hydrants, air release valves, pressure/flow regulating valves and at intermediate points every 100 feet.
- Retaining walls, including geo-grid, straps, tie-backs and all other components.

AWU Wastewater System Checklist

All plan view drawings shall include all applicable items listed in the General Requirements mentioned above plus the following items:

- Station numbers at all proposed connections to existing or proposed wastewater mains.
- Provide manhole ID numbers and profile numbers or City Job numbers at all wastewater connection points.
- The location, alignment and structural features of the wastewater main, including manholes and concrete retards, if applicable.
- Station numbers for beginning points, ending points, manholes, clean-outs and other appurtenances.
- Location of all existing and proposed wastewater services, mains and manholes.
- Retaining walls, including geo-grid, straps, tie-backs and all other components.

A profile view shall be provided for all wastewater mains and shall include all applicable items listed in the general requirements above plus the following items:

- The existing ground profile and proposed street finish grade or subgrade or finished grade if not under pavement.
- Station numbers and elevations of all utility crossings.
- Identify the pipe size, percent grade and pipe material to be used including ASTM and/or AWWA designation. If an alternate material is to be allowed, both should be listed (example "DI class 350 or SDR 26 PVC").
- Station numbers and elevations for starting points, ending points, manholes, clean-outs and at intermediate points every 100 feet.

Completeness Check Review Guidelines

Consolidated Site Plan

AWU Wastewater System Checklist (continued)

- Elevations shall be indicated on the profile showing the finish floor elevations of all existing structures. If the structure has an active septic tank or other disposal system, the flow line elevation of the plumbing where it exits from the structure is to be indicated. If a lot or tract is vacant, side shots may be required from the middle of each lot to ensure gravity service is possible from the lot to the main.
- Design flows, minimum and maximum, and flow velocities at minimum and maximum dry weather flows.
- Retaining walls, including geo-grid, straps, tie-backs and all other components.
- Culverts, bridges and other drainage structures.

Austin Energy

- Show standard Austin Energy notes
- Show existing electric facilities

Right-of-Way Management

- Required TCP Details: Appropriate 804s series
- Lane Closures and Flagging
- Sidewalk affected
- Devices
 - Cones
 - Barricades
 - Signs
- Work area protection
 - Temporary Paving (1100s4 series)
 - Steel Plates (or backfill each day)
 - Fencing
 - Material and Equipment Storage
- Covered Walkways for all overhead activities
- Stabilized Construction Entrance
- Detours
- General Notes

*If an engineered Traffic Control Plan (T.C.P.) is not provided, work specific details must be called out in the plan view.

- AULCC clearance for all utility extensions over 300' outside DAPCZ and over 25' in DAPCZ
- Other Considerations (FYI'S)
- Parking
 - Utilizing public parking (metered spaces)
- Restoration
 - Asphalt/Pavement (1100s series details)
 - Sidewalk (sidewalk repair details)
 - Driveways (appropriate 400s series)
 - Curb Repair (appropriate 400s series)
 - Pipe installation and Trench Repair
 - Pavement Marking

Completeness Check Review Guidelines

Construction Plan (B Site Plans and D Site Plans)

Site Plan Review

- Correct type of application for proposed project
- Zoning application needed (in city limits only – check conditional overlay)
- Legal description, and Land Status Report if applicable
- Legal description on plan matches tax certificate (unless tax exempt)
- Boundary lines with bearings and dimensions
- Demolitions referred to Historic Preservation Officer (in city limits)
- Airport Hazard Area
- Small project?
- Correct tax plats (not required for small projects) - current & to scale

Water Quality and Drainage Construction Review

- Engineer's seal (w/o qualifiers), signature & date on all unbound sheets & front page of bound documents containing engineering work
- Recorded Final Plat (or concurrent submittal) or legal tract determination (subdivisions only; site planner checks site plans)
- Engineer's project summary letter (signed, sealed and dated by P.E.)
- Discussion of compliance with 2-year peak flow control and water quality requirements
- Provision (or formal request to Watershed Engineering Division for RSMP or waiver) for flood control compliance
- Standard details from application packet
- Private and public roadways - layout and geometric data
- Floodplain delineations and drainage easements (or ROW) for fully developed condition flows
- Drainage area map (off-site and on-site) with flow patterns
- Drainage/2-year peak flow control/water quality study with hydrologic & hydraulic data for associated infrastructure
- Detailed drainage/2-year peak flow control/ water quality plan and physical data (existing and proposed) for associated infrastructure
- Access, operation and maintenance easements for flood, 2-year peak flow control and water quality controls
- Drainage layout map with drainage system layout
- Street and drainage plans with station and elevation
- Street and drainage profiles with support data
- Detention pond and standard details

FEMA Floodplain Review

- Floodplain note on the cover page with correct FEMA FIRM Panel number and revision letter (suffix), as well as correct effective date
- Lowest Finished Floor Elevation (FFE) on all proposed structures in relation to Mean Sea Level (MSL) (regardless of whether or not proposed structure is in the floodplain) (see Building Criteria Manual Ch. 58, Art. 8, C. 1. A.)
- FEMA 100-year floodplain is clearly delineated
- Do the topographic lines indicate a defined channel on or near the site? If so, have they dedicated an easement (with easement document note) for this channel if the drainage area is less than 64 acres? If the drainage study is greater than 64 acres, have they provided a floodplain study?
- If there's parking in the fully developed 100-year floodplain, is the average depth less than eight inches and the greatest depth no more than twelve inches? (see DCM 25-7-95)
- No development in the fully developed 25-year floodplain (see DCM 25-7-92)

Completeness Check Review Guidelines

Construction Plan (B Site Plans and D Site Plans) Environmental Review

- Chapter 245 determination
- Identify variances - 25-8-41, 42, 43
- Erosion sedimentation control plan – 25-8-181
- Tree protection plan (including survey of all trees 8 inches and larger) – 25-8-604
- Slope map (except in urban watersheds) – 25-8-301
- Grading plan – 25-8-604
- Appendix Q1/Q2 – 25-8-62, 63
- Critical environmental features identified – 25-8-281
- Environmental assessment (if required by ERM) – 25-8-121
- Engineer's report - Application
- Landscape plans, Appendix C, notes and details
- Plat notes – ECM Appendix P
- CWQZ/WQTZ and 100 year floodplains delineated – 25-8-92, 93
- Watershed status and standard notes - Application
- Restrictive covenants - Application
- Storm Water Pollution Prevention Plan (if over 1 acre LOC and if infrastructure is proposed) – ECM 1.4.0

Transportation Review

- TXDOT station numbers (if access is proposed to State highway)
- Sidewalks (if required on plat)

Austin Water Utility General Requirements

- Add a copy of the W/WW Service Extension Request to the cover sheet. A completed and signed SER is not necessary for completeness check. However, an application should have been submitted.
- Pressure Zone and Service Extension Number are required on cover sheet.
- A general location map (Showing Grid number & Mapsco Page number)
- Standard and updated Austin Water Utility construction notes.
- Size, pipe material and location of main with respect to the easements and rights-of way.
- Location, size and material of all existing water and wastewater mains, lines and services. Indicate wastewater flow direction on all plan views for both existing and proposed wastewater mains.
- Location, size and description of other utilities where they may conflict with water or wastewater mains or other service lines.

Completeness Check Review Guidelines

Construction Plan (B Site Plans and D Site Plans)

AWU Water System Checklist

All plan view drawings shall include all applicable items listed in the General Requirements above plus the following items:

- Stations of all proposed connections to existing or proposed water mains. Provide water ID numbers and water intersection numbers at all water connection points.
- Calculated design pressures at highest and lowest lot served and provide fire flow demand in gpm per the International Fire Code (Show information on Cover Sheet).
- Retaining walls, including geo-grid, straps, tie-backs and all other components.

All profile views shall be provided for all water mains 12 inches in diameter and larger; it shall show all applicable items listed in the General Requirements plus the following items:

- The existing ground profile and proposed street finish grade or sub-grade.
- Station numbers and elevations of all utility crossings.
- Identify pipe size, percent grade and pipe material to be used including ASTM and/or AWWA designation. If an alternate material is to be allowed, both should be listed (example "D.I. Class 350 or 250 or DR14 C900 PVC").
- Station numbers and elevations for starting points, ending points, point of intersection, grade breaks, valves, fire hydrants, air release valves, pressure/flow regulating valves and at intermediate points every 100 feet.
- Retaining walls, including geo-grid, straps, tie-backs and all other components.

AWU Wastewater System Checklist

All plan view drawings shall include all applicable items listed in the General Requirements mentioned above plus the following items:

- Station numbers at all proposed connections to existing or proposed wastewater mains.
- Provide manhole ID numbers and profile numbers or City Job numbers at all wastewater connection points.
- The location, alignment and structural features of the wastewater main, including manholes and concrete retards, if applicable.
- Station numbers for beginning points, ending points, manholes, clean-outs and other appurtenances.
- Location of all existing and proposed wastewater services, mains and manholes.
- Retaining walls, including geo-grid, straps, tie-backs and all other components.

A profile view shall be provided for all wastewater mains and shall include all applicable items listed in the general requirements above plus the following items:

- The existing ground profile and proposed street finish grade or sub-grade or finished grade if not under pavement.
- Station numbers and elevations of all utility crossings.
- Identify the pipe size, percent grade and pipe material to be used including ASTM and/or AWWA designation. If an alternate material is to be allowed, both should be listed (example "DI class 350 or SDR 26 PVC").
- Station numbers and elevations for starting points, ending points, manholes, clean-outs and at intermediate points every 100 feet.

Completeness Check Review Guidelines

Construction Plan (B Site Plans and D Site Plans)

AWU Wastewater System Checklist (continued)

- Elevations shall be indicated on the profile showing the finish floor elevations of all existing structures. If the structure has an active septic tank or other disposal system, the flow line elevation of the plumbing where it exits from the structure is to be indicated. If a lot or tract is vacant, side shots may be required from the middle of each lot to ensure gravity service is possible from the lot to the main.
- Design flows, minimum and maximum, and flow velocities at minimum and maximum dry weather flows.
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- Culverts, bridges and other drainage structures.

Austin Energy

- Show standard Austin Energy notes
- Show existing electric facilities

Right-of-Way Management

- Required TCP Details: Appropriate 804s series
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 - Sidewalk affected
 - Devices
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 - Barricades
 - Signs
 - Work area protection
 - Temporary Paving (1100s4 series)
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 - Detours
 - General Notes

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- Other Considerations (FYI'S)
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 - Utilizing public parking (metered spaces)
- Restoration
 - Asphalt/Pavement (1100s series details)
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 - Curb Repair (appropriate 400s series)
 - Pipe installation and Trench Repair
 - Pavement Marking

Completeness Check Review Guidelines

Site Plan Revision

Site Plan Review

- Qualifies as revision
- Site and building tables updated
- Plan is still alive
- Red-lined copy and new plan provided
- Zoning application needed (in city limits only – check conditional overlay)

Water Quality and Drainage Construction Review

- Engineer's seal (w/o qualifiers), signature & date on all unbound sheets & front page of bound documents containing engineering work
- Recorded Final Plat (or concurrent submittal) or legal tract determination (subdivisions only; site planner checks site plans)
- Engineer's project summary letter (signed, sealed and dated by P.E.)
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- If there's parking in the fully developed 100-year floodplain, is the average depth less than eight inches and the greatest depth no more than twelve inches? (see DCM 25-7-95)
- No development in the fully developed 25-year floodplain (see DCM 25-7-92)
- Must include updated City models affecting FEMA floodplain delineation

Completeness Check Review Guidelines

Site Plan Revision

Transportation Review

- Parking tables updated
- TIA determination form

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- Show existing electric facilities

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