



MEMORANDUM

Subject: Austin Water Correction Process Requirement

In order to expedite correction reviews and eliminate the number of repeated correction reviews, we are asking you to adhere to the following:

- All corrections will be required to include red stamps, overlaid on it in red, included within a bubble, marking the proposed changes, and calling out the number of the correction.
- All red stamps submitted will be required to have corresponding replacement sheets.
- For minor corrections, such as adding an irrigation meter stamp or modifying call outs or station numbers, that are clear and do not involve extensive changes to the red stamps, the engineer can request a “sticky back.” All other corrections will be required to include replacement sheets. Austin Water will ultimately determine if a submitted correction will be considered as “minor”.
- All Utility stamped sheets, affected by the correction, will be required to be submitted for review, along with the site plan or subdivision construction plan cover sheet. If there is an associated license agreement, the license agreement number must be shown on the plans.
- A description of the change is required to explain the reason for the correction. It can be in the form of a separate cover letter or an e-mail, but it must be included with the corrections packet.
- The correction log will be required to be updated on the cover sheet and individual affected sheets.
- If the signing engineer is different from the Original Engineer of Record, a Professional Engineer licensed in the State of Texas will need to seal and stamp the correction and a copy of a Notification Letter to the Original Engineer will be required to be submitted, in accordance with the Texas Board of Professional Engineers’ requirements.
- Replacement mylars may be generated by making a copy of the approved replacement sheets.

