City of Austin | Austin Water
6310 Wilhelmina Delco Drive, Suite 3100
Austin, Texas 78752
http://www.austintexas.gov/SER
SER@austintexas.gov

SUBMITTAL CHECKLIST
FOR SERVICE EXTENSION REQUEST (SER) APPLICATIONS

Step 1: Please submit SER application(s) and the following materials to SER@austintexas.gov:

a. SER application form (signed by the engineer, applicant, landowner and notarized)

b. Location Map (must clearly show the subject tract location and boundaries)

c. Annexation Request Form (if the subject tract is located outside the City of Austin full-purpose jurisdiction and is not in the Austin Water CCN)

d. Preliminary plan, plat, conceptual plan, site/utility plan, or other development plan:

- Required to show and address: proposed development intended use, lot configuration, proposed and/or dedicated right-of-way, approximate building location(s), proposed water, wastewater, and reclaimed water infrastructure, easements, and existing topography (denoting the highest and lowest elevations on the subject tract to be served).

e. Feasibility investigation of decentralized wastewater options (see page 2 of the SER application form or include a brief description in the engineering report)

f. Engineering calculations that are signed, sealed, and dated by a professional engineer registered in the State of Texas (with TBPE firm registration number listed) for all submittals that consist of non-residential development, multifamily development, and/or single family or duplex development of more than 20 lots

- Domestic water demands in gpm (peak hour and peak day) and the fire flow requirement (indicate building size and type of construction)
- Wastewater flow in gpm (peak wet weather flow with inflow and infiltration)
- Reclaimed water demands in gpm (max day including irrigation and cooling)

g. Calculations for all submittals that consist of single family or duplex development of 20 lots or less

- Domestic water demands in gpm (peak hour and peak day) and the fire flow requirement (indicate building size and type of construction)
- Wastewater flow in gpm (peak wet weather flow with inflow and infiltration)
- Reclaimed water demands in gpm (max day including irrigation and cooling)

f. Fire hydrant flow test results, if available

Step 2: After the online application(s) have been reviewed for adequacy, deemed necessary, and administratively complete, an email will be sent to the Applicant with the invoice and fee payment instructions.

Note: During the technical review, additional information may be required for the SER application.

All applicants for a service extension request are encouraged to use minority and women-owned business enterprises (M/WBE) in the design and construction of water and wastewater infrastructure and related facilities. Further information about the City's M/WBE ordinance, see: Austin City Code, Chapters 2-9A, 2-9B, 2-9C, and 2-9D or visit http://www.austintexas.gov/department/small-and-minority-business/about.