



Water & Wastewater Service Plan Verification (WWWSPV) *All fields are required*

Service Address: _____

Lot: _____ Block: _____ Subdivision: _____

Dwelling Units demolished? Y N New Dwelling Units to be built? Y N

Multiple Dwelling Units on same Lot? Y N Corner Lot? Y N

Land Status/Re-subdivision? Y N

Original Address: _____ Existing Use: _____

Proposed Use: Single-Family Res. _____ sq. ft. Two-Family Res.
 Duplex Accessory Dwelling Unit (<=1,100 sq. ft.)
 Other: _____

Existing # Baths: _____ Additional # Baths: _____ Total # bathrooms the meter(s) will serve: _____
First Meter: _____ Second Meter: _____

Water meters & wastewater clean-outs are not permitted in sidewalks or driveways

Relocation of services from proposed sidewalks or driveways shall be performed at the applicant's expense.

Signing this form verifies that the information provided is deemed accurate and complete based on available records. The customer is responsible to confirm the location and suitability of existing water and wastewater services. The customer may be responsible for costs associated to corrections due to invalid information provided.

Applicant Name & Signature _____ Date _____ Phone _____

City of Austin Office Use Only

Water main size: _____ Service stub size: _____ Service stub change required: Y N

Shared Service? Y N If Yes, meter #, size & address: _____

Existing meter #: _____ Existing meter size: _____

Existing water service line/meter location: _____

Upgrade required: Y N New meter(s) size: _____

Existing water or wastewater main located on the property: Y N

WW main size: _____ WW Service line/clean-out location: _____

Secondary address needed at property? Y N

Is the lot legally platted? Y N

Instruction sheet provided to customer? Y N

Utility Plan Required? Y N

Comments:

AW Engineer _____ Date _____ Phone _____

AW Taps _____ Date _____ Phone _____

A stamp in this box indicates AW-Taps approves for Plan Review



Instructions:

The intent of the W/WWSPV form is to ensure that prior to beginning a residential project, adequate water and wastewater services can be provided to the site and is planned for as part of the overall project and to ensure the applicant is aware of the potential costs and lead times associated with any requirement of relocation, new installation, or upgrade of services to the site.

A W/WWSPV form is required prior to submitting a residential plan review for the following project types:

- Construction of a new home, duplex, garage apartment, or secondary structure unless identified as a volume builder project
- Remodel of an existing structure that increases the number of total bathrooms to more than three
- Remodel of an existing structure to increase the number of residential units on the site (i.e. converting a single family home to a duplex)
- Remodel of an existing structure/site that causes change to driveway location, garage entry/approach that impacts water/wastewater service placement.

A W/WWSPV form is NOT required prior to submitting for a residential plan review for the following project types:

- Remodel of an existing structure that keeps the total bathroom count to three or less
- Construction of a swimming pool
- Additions to an existing residence, such as decks
- Projects that are part of a large commercial site project where utility plans must be reviewed by AW engineers

If a W/WWSPV form is required, complete the verification form and provide a copy of the plot plan for the site.

The plot plan should be to a standard scale and show all existing, included water meter and wastewater clean-out locations, in order to complete verification, as well as any proposed improvements.

Submit the verification form and planning materials to AW Taps for approval prior to submitting for a residential building permit.

If Residential Plan Review deems a different use for the proposed structure(s) than what was submitted in the review, this could trigger different meter requirements for the site. If this is the case, please contact the AW Taps Office, at either location below, for a new assessment:

Austin Water – Waller Creek Center
625 E. 10th St, Austin, TX 78701
Taps Office – Suite 200 - 512-972-0000
Engineering Office – Suite 300 – 512-972-0220

Development Assistance Center
One Texas Center
505 Barton Springs Rd, Austin, TX 78704
512-978-4000

Applicant must contact AW Taps office at either location above to submit an application for a meter upgrade or a new service after plan review has been submitted and before issuance of the building permit. **If a Utility Plan is required, the tap plan must be approved by Austin Water Engineering before taps can be sold.**

If the existing water meter was pulled for non-billing account during demolition, contact Customer Care at 512-494-9400 to request account set-up and same size meter reinstalled within 120 days of meter removal (with an active building permit) to avoid city reconnect charges.

WWSPV form is only valid for the life of Plan Review permit.

Utility Criteria Manual

- 2.9.2 Water Meters shall be placed within the public right of way or in an easement. Water meter boxes are not allowed in sidewalks or driveways.
- 2.9.4 Services to lots without a water/wastewater easement will terminate at the property line with a clean-out; service to lots having a 5' x 5' water/wastewater easement will terminate within the easement. For details, see the City of Austin Standard Details. Wastewater cleanouts are not allowed in sidewalks or driveways.