



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)
** If the owner information on the County Appraisal District's website does not reflect the current owner, please provide the recorded deed(s) to prove current ownership. **The current property owner must sign the SER application form.** An agent authorization form signed by the current property owner and notarized may also suffice.*
- 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:
 - o 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
 - o Domestic water demands in gpm (peak hour and peak day) and the fire flow requirement (indicate building size and type of construction)
 - o Wastewater flow in gpm (peak wet weather flow with inflow and infiltration)
 - o 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
 - o Domestic water demands in gpm (peak hour and peak day) and the fire flow requirement (indicate building size and type of construction)
 - o Wastewater flow in gpm (peak wet weather flow with inflow and infiltration)
 - o 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.

Notes: 1) During the technical review, additional information may be required for the SER application. 2) SER applications located in the Drinking Water Protection Zone and outside the full-purpose jurisdiction may also require an Environmental Resource Inventory (ERI).

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>.