



The following information outlines the Application Instructions and Submittal Requirements necessary to obtain a construction site plan permit for Utility Line Projects within the City of Austin jurisdiction (full-purpose and limited-purpose city limits, and extraterritorial jurisdiction ETJ), except for water or sewer taps to an existing main, construction falling under the General Permit, and utility construction related to a subdivision. The regulatory requirements and procedures for approval are defined in Volume III, Chapter 25 of the City of Austin Land Development Code (LDC). Chapter 25 was adopted by City Council in order to protect the health, safety, and welfare of the Austin community.

Additional information about the site plan permitting process and code requirements can be obtained prior to submitting a site plan application by visiting the City of Austin's Development website at <http://www.austintexas.gov/development>.

The City of Austin encourages people considering site development to request a Development Assessment to determine design requirements, project feasibility, and permitting requirements. For information, please see Utility Line Projects Overview and Review Procedures at <http://www.austintexas.gov/page/land-use-applications#site>.

Application Instructions

The application must be complete and accurate prior to submittal. Please refer to the descriptions below to ensure all information is entered correctly. To access the application, please see Utility Line Projects Application at <http://www.austintexas.gov/page/land-use-applications#site>. Note that the application is a fillable PDF, and must first be SAVED TO COMPUTER to be completed.

All information is required (if applicable).

Section 1: Project Information

Project Name

Provide the name of the proposed project.

Project Street Address (or range)

Provide the street address of the project, or range of addresses for all streets abutting the property. For assistance, call: (512) 974-2797; or email: addressing@austintexas.gov.

—OR—

If project cannot be defined, provide the distance and directions from nearest intersection.

Legal Description or Subdivision Reference

The site plan will not be released unless it has been determined the tract is a legal lot/tract. This determination will be made during the review process, and if it cannot be determined the tract is a

legal lot/tract, the applicant will be requested to prove legal lot status or subdivide. If a subdivision is required, it must be recorded prior to the release of the site plan.

Legal Description such as:

- East 50 feet of Lot 1, Block A, Austin Subdivision
- One acre out of the Santiago Del Valle Grant, as recorded in Volume 1, Page 1, of Travis County Deed Records

Deed Reference

The volume, document number, and page numbers of the deed conveying the property to the present owner and the total size of the property conveyed shall be shown. This information is on your deed, or is available from your title company, through the Travis Central Appraisal District website at http://www.traviscad.org/property_search.html, or the Travis County Clerk's Office at 5501 Airport Boulevard. Williamson County information is available on the Williamson Central Appraisal District website at <http://www.wcad.org/>.

Section 2: Applicant/Agent Information

Provide all contact information. If an agent is designated, this is considered the "Applicant" and will be the primary contact.

Section 3: Owner Information

Provide all contact information if the owner is not the applicant. The current owner must sign the application or attach a written authorization for the agent. Be sure all signatures are legible and address information is correct.

Section 4: Engineer Information

Provide all engineer contact information, if applicable.

Section 5: Other Professional/Trade Information

Provide all professional and/or trade contact information, if applicable. Examples include general contractor, electrical contractor, landscape architect, etc.

Section 6: Property Attributes

To determine the following information, refer to the GIS Viewer on the Development website at <http://www.austintexas.gov/GIS/DevelopmentWebMap/>:

- Watershed
- Watershed Classification
- Edwards Aquifer Recharge Zone
- Land Development Jurisdiction

Current Watershed Protection Regulations

In order to determine if your project is not subject to current watershed regulations, you must also submit your Chapter 245 Determination form with this application.

Hill Country Roadway

The following information is required when a project is located within a Hill Country Roadway Corridor (see Land Development Code Chapter 25-2, Article 11 for more information):

- Construction lines, including all buildings, parking and vehicular use areas, and all areas of required cut and fill
- Methods of screening all air conditioning and heating units, penthouses, parapet walls, or water storage reservoirs for fire safety from public view, both vertically and horizontally

- Horizontal view cross-section of all structures and the height of each structure drawn to scale to illustrate the height calculations
- For projects requesting performance incentives for scenic vista protection, the plan shall:
 - a) Illustrate the location and nature of any existing or potential scenic vista from or in close proximity to public roadways or recreation areas
 - b) Show how such vistas would be impacted by the proposed development
- A slope map drawn at a maximum of 5-foot contour intervals indicating all improvements (structures, driveways and parking areas) on slopes of 1-15%, 15-25%, 25-35% and over 35%
- The total area (in sq. ft.) within each slope of 0-15% 15-25%, 25-35%, and over 35%
- Floor-area information based on intensity zone and slope gradients

Development Assessment (refer to Utility Line Projects Overview and Review Procedures at <http://www.austintexas.gov/page/land-use-applications#site> for more information)

If you have received a Development Assessment, indicate the file number and the Intake Center will apply the credit associated with the assessment to your application fee. The assessment credit is void if not used within six months.

Small Project

Your project may qualify as a small project if you are proposing to construct a utility line equal to or less than eight inches in diameter and located totally within a public right-of-way. Small projects have reduced fees, shorter review times, and do not require notification. See Land Development Code Section 25-5-3.

Section 7: Site Area Information

Utility or Storm Sewer Length

Indicate the length of the project in linear feet.

Zoning Chart

Complete the chart, indicating the zoning (within the City limits), existing and proposed uses, and area of each tract. If there is only one tract, refer to it as Tract 1.

Site Area

Indicate the site area in acres or square feet.

Section 8: Related Cases

Provide the file numbers which relate to applications on this property that have been filed in the past.

Section 9: Land Use Site Plan Data – as applicable

Consult with the Development Assistance Center (DAC) to determine the following information:

- Compatibility Standards (Article 10 of Land Development Code 25-2-1051)
- Combining District/Overlay Zone

Section 10: Waiver/Variance/Etc. – as applicable

Indicate all waivers, variances, or alternatives that are being pursued in this application. Identifying the need for these in the beginning of the process may help prevent delays.

Variances

When requesting a variance, a letter addressed to the Director should accompany the application. The letter shall include the project name, address of the site, description, justification, and appropriate LDC section from which you are requesting a variance.

Section 11: Submittal Verification

Ensure all information entered in the application is complete and accurate before signing.

Section 12: Inspection Authorization

Provide permission for inspection of the property as part of the application process.

Section 13: Acknowledgement Form concerning subdivision plat note/deed restrictions

The applicant should carefully check the subdivision plat note/deed restrictions records before signing the Acknowledgment Form. Plat notes are shown on the face of the subdivision plat. Plats are available at the City or the Courthouse. Deed restrictions are recorded at the Courthouse, if you do not have them in your possession.

Submittal Requirements

In addition to completing the Utility Line Projects Application, the following information will be required to complete the site plan permitting process. For details, refer to the complete Exhibits on the pages that follow.

[Exhibit I: Engineer's Summary Letter](#)

[Exhibit II: Construction Site Plan Requirements](#)

- Cover Sheet
- Base Information
- Utility Layout Plan
- Plan and Profile Sheet(s)
- Construction Details
- Environmental Plans

[Exhibit III: General Construction Notes](#)

[Exhibit IV: Environmental Requirements](#)

[Exhibit V: Revisions / Corrections Table](#)

[Exhibit VI: Electronic Submittal](#) ***

***** PLEASE NOTE** — Exhibit VI is a fillable form that can be completed electronically. To ensure your information is saved, [click here to Save](#) this document to your computer (note that Internet Explorer supports the “Save” button), then open your copy and continue.

The Tab key may be used to navigate to each field; Shift + Tab moves to the previous field. The Enter key activates links, emails, and buttons. Use the Up & Down Arrow keys to scroll through drop-down lists and check boxes, and hit Enter to make a selection.

Additional Requirements

1. Fees

Fee schedules are available at the Development Assistance Center.

2. Location Map

Provide a location map on a separate sheet (not required on small projects).

3. Building, Demolition, and Relocation Permits

The applicant is responsible for requesting building, demolition, and relocation permits once the site plan is approved. However, the City's Historic Preservation Officer will review all proposed building demolitions and relocations prior to site plan approval.

If a building meets the City's historic criteria, the Historic Landmark Commission may initiate a historic zoning case on the property. Please contact the Historic Preservation Officer at (512) 974-2000 for additional information.

4. Fiscal Surety Information

Prior to Site Development Permit approval, the applicant is responsible for posting adequate fiscal surety for all proposed erosion and sedimentation controls, and for permanent restoration of all disturbed areas.

An Engineer's Cost Estimate for all erosion/sedimentation controls and restoration must be submitted. When the Case Manager has approved the estimate, fiscal surety in a form approved by the Director of Financial Services shall be submitted.

Contact the Fiscal Officer to post cash in an interest-bearing escrow account. In the event a letter of credit is posted, the Fiscal Officer will ensure the proposed financial institution is acceptable under the City's policies and the proper form(s) is utilized.

Exhibit I: Engineer's Summary Letter

No construction plans will be accepted unless accompanied by a summary letter signed and sealed by the same registered Texas professional engineer who sealed the construction plans. Summary letters for small projects do not require a professional engineer's seal or signature.

The summary letter should describe the proposed development and might include, but not limited to, the following:

- Maximum width which will be used for construction limits and the absolute minimum width that can be used to avoid environmental damage
- Watershed in which project is located
- Type of development and location; include name of subdivision, if applicable
- For water transmission mains, indicate point of origin and final destination
- Explanation of any proposed project phasing
- Effect the proposed development will have on existing and future drainage systems in the area and on the natural and traditional character of the land and waterways
- Identify the funding source, i.e., CIP fund, MUD contract bond, or private funding, etc.
- Justification for exemption from the Watershed Protection Regulations
- Address the applicable sections of the City of Austin Land Development Code (LDC)
- Include variance request with a description of the variance and justification, and the applicable ordinance and section

[<< Back to Exhibits](#)

Exhibit II: Construction Site Plan Requirements

A. COVER SHEET - Show the following:

- Date of submittal
 - Project title
 - Property owner name, address, telephone number
 - Designer(s) company name, address, telephone number (include same for Planner, Architect, Landscape Architect, and Engineer)
 - Ranges of street addresses if not covered in plan and profile sheets
 - Name of watershed and classification
 - State if subject to or exempt from the Watershed Protection Regulations
 - Indicate by note if any part of the project is within a 100-year floodplain
 - Legal description of property by lot, block and subdivision name, or by metes and bounds, if recorded, indicate the book and page number
 - Site location map that clearly indicates the precise location of the tract
 - Legible professional engineer's seal and signature
 - Texas Department of Transportation (TxDOT) stationing, if project is located within state-maintained right-of-way
 - Related Case No(s): _____ (Zoning/Subdivision, etc.)
 - Revision/Correction Table as shown in Exhibit V: Revision/Corrections
 - List of all waivers and variances granted
- Number each sheet submitted and indicate the total number of sheets on each sheet (e.g. 2 of 4). Number the cover sheet as #1. Sheet numbers must be consecutive whole numbers with no letter or decimal suffixes such as A, B, C or .1, .2, .3.
 - Provide an index of site plan sheets on the cover sheet.

NOTES

- General Construction Notes (see Exhibit III: General Construction Notes)

APPROVAL BLOCKS

- Approval Block for TxDOT, if part of the project is within Texas Department of Transportation R.O.W.

Approved by: _____
Texas Department of Transportation Date _____

- Approval Block for the pertinent city utility

Approved by: _____
Water/Wastewater Date _____

- Approval Block for Development Services Department (on right-hand side)

Approved by: _____
Director, Development Services Department Date _____

Permit Number: _____
Site Plan/Site Development Permit Number Date _____

B. BASE INFORMATION

The following information shall be included on all pertinent sheets excluding the Cover and Construction Detail sheets:

- Project title
 - North arrow
 - Engineering scale shall be 1"=10', 1"=20', 1"=30', or 1"=40' (if project is too large, a smaller scale may be used, with details at 1"=20' or less)
 - Designer(s) company name, address, and telephone number
 - * Seal and signature of the engineer preparing plans, and the date the plans were signed by the engineer
 - Limits of construction, including any access drives
 - City limit line, when located in or near the project
 - Show the natural topography of the site and land located within 100 feet of the site, at two-foot elevation intervals; if the site is less than 2% slope, then spot elevations are required every 100'
 - All existing and future dedicated easements (drainage, access, conservation, public utility, etc.), including temporary construction easements (provide recording data)
 - Location of all proposed and existing structures to remain; indicate any demolitions by dashed footprint
 - Existing improvements adjacent to the utility
 - The centerline of existing creeks, rivers or channels and their 100-year floodplain
 - State highway right-of-way limits, when located adjacent or or within a state highway
- * Not required for small projects

Show the following note:

- "All responsibility for the adequacy of these plans remains with the registered professional engineer/architect/landscape architect (as applies) who prepared them. In reviewing these plans, the City of Austin must rely on the adequacy of the work of the design engineer/architect/landscape architect.

- Signature block on lower right side

Reviewed by: _____ Date _____
Director, Development Services Department

Site Plan/Site Development Permit Number

C. CONSTRUCTION DETAILS

Show the following:

- Project Title
- Design engineer's seal and signature
- Designer's company name, address, telephone number
- Include in the construction detail sheets any required structural walls, manholes, lift stations, junction vaults, etc. (some of these may not be necessary for hobs by City crews)
- Show adequate dimensions, layout details, and general notes adjacent to all details
- Include traffic control plan if necessary (contact the Transportation Department at (512) 974-1150 for further information)

[<< Back to Exhibits](#)

Exhibit III: General Construction Notes

1. All responsibility for the adequacy of these plans remains with the engineer who prepared them. In reviewing these plans, the City of Austin must rely on the adequacy of the work of the design engineer.
2. Contractor shall call Texas 811 (811 or 1-800-344-8377) for utility locations prior to any work in a City easement or street right-of-way.
3. Contractor shall notify the City's Site and Subdivision Inspection Division at (512) 974-6360 or (512) 974-7034 at least 24 hours prior to the installation of any drainage facility within a drainage easement or street right-of-way. The method of placement and compaction of backfill in the City's right-of-way. must be approved prior to the start of backfill operations.
4. For slopes or trenches greater than five feet in depth, a note must be added to the General Construction Notes stating: "All construction operations shall be accomplished in accordance with the City of Austin Standard Specifications Item No. 509S and applicable regulations of the U.S. Occupational Safety and Health Administration (OSHA)." (OSHA standards may be purchased from the Government Printing Office; information and related reference materials may be purchased from OSHA, 611 East 6th Street, Austin Texas.)
5. All site work must also comply with Environmental requirements.

Developer Information

_____	_____
Owner	Phone #

Owner Address	

Owner's representative responsible for plan alterations	Phone #

Person or firm responsible for erosion/sedimentation control maintenance	Phone #

Person or firm responsible for tree/natural area protection maintenance	Phone #

[<< Back to Exhibits](#)

Exhibit IV: Environmental Requirements

The table below establishes submittal requirements for all environmental ordinances. Certain requirements may be waived by the Director of the Watershed Protection Department if they are determined by the Director to not be applicable.

A professional engineer's seal, signature, and statement certifying that the plan is complete, correct, and in compliance with the City of Austin Land Development Code (LDC) are required for all projects, except those designated by the Development Services Department as small projects.

* Water Supply refers to Water Supply Rural and Water Supply Suburban watershed classifications (excluding the Barton Creek Watershed and Barton Springs Contributing Zone). If the property is located over the South Edwards Aquifer Recharge Zone, or is within the Contributing Area to the South Edwards Aquifer Recharge Zone, refer to requirements for the Barton Springs Zone.

	Urban	Suburban	Water Supply*	Barton Springs Zone
1. Project Report – Submit a project report which contains the following information (may be included in the Engineer's Report):				
An introduction providing project acreage, watershed and classification, description of proposed development, and description of project phasing, if phasing is proposed	X	X	X	X
An explanation of and documentation for any special exception or waiver claimed pursuant to LDC 25-8-25, 25-8-212	X	X	X	X
Drainage area map showing: <ul style="list-style-type: none"> • Location of all waterways within the tract or that impact the tract which have a drainage area of 64 acres or more • Location of the 100-year floodplain • Area and acreage of upstream drainage (LDC 25-8-92, 25-8-261, 25-8-262) 	X	X	X	X
Discussion of the following issues, if applicable to the project: <ul style="list-style-type: none"> • Proposed and existing drainage patterns • Proposed method of treating both quantity and quality of stormwater run-off (LDC 25-8-211, 25-8-213, 25-8-215; 25-7-61, 25-7-65) 	X	X	X	X
Proposed extent of floodplain modification, if applicable (LCD 25-8-92, 25-8-261, 25-8-262; ECM 1.7.0)	X	X	X	X
Critical Environmental Features within the project and known features within 150 feet of the project (LDC 25-8-281, 25-8-282)	X	X	X	X
Discussion of all proposed variances. Provide letter of variance request addressing proposed Findings of Fact as shown in Appendix U of the Environmental Criteria Manual (ECM). (LDC 25-8-41 through 43)	X	X	X	X
Requests for consideration of alternatives to the requirements of ECM, including any written requests for consideration of an alternative innovative water quality control which differs from the standards of the ECM, and information to demonstrate that the proposed control provides an equivalent level of water quality as the standard controls in the ECM (LDC 25-8-151)	X	X	X	X
Description and location of any known Underground Storage Tanks within the project boundary (CCA 6-2-33)	X	X	X	X

	Urban	Suburban	Water Supply*	Barton Springs Zone
Irrevocable letter of credit for erosion and sedimentation controls based on standard City of Austin costs found in ECM Appendix S-1 (ECM 1.2.1)	X	X	X	X
Explanation of spoil disposal locations or driveway alignments (LDC 25-8-341, 25-8-342, 25-8-343, and 25-8-481)	X	X	X	X
Existing and proposed drainage patterns	X	X	X	X
Proposed cut and fill greater than four feet (LDC 25-8-341, 25-8-342)		X	X	X
Proposed impervious cover and net site area information in the format as found in ECM Appendix Q-1 and Q-2 (LDC 25-8-394, 25-8-424, 25-8-454, 25-8-481)		X	X	X
Transfer of Development Information using the format in Appendix Q-3 of the ECM (LDC 25-8-395, 25-8-425, 25-8-455, 25-8-484)		X	X	X
For projects receiving approval subject to Ordinance No. 920903-D (the SOS Ordinance), LDC 25-8-514 requires water quality controls and/or other on-site pollution prevention and assimilation techniques so that no increase occurs in the respective average annual pollutant load of suspended solids, total phosphorous, total nitrogen, chemical oxygen demand, biochemical oxygen demand, total lead, cadmium, fecal coliform, fecal streptococci, volatile organic compounds, total organic carbon, pesticides, and herbicides from the site (see ECM 1.6.9). To demonstrate compliance with these requirements, the applicant must submit the following additional information in the Engineering Report: <ul style="list-style-type: none"> • The methodology and water quality control strategy proposed to achieve the target pollutant load reductions (see ECM 1.6.9) • Calculations illustrating the target pollutant loads expected for the proposed development with an accompanying explanation of how these figures were derived (LDC 25-8-511 through 523, ECM 1.6.9) • Calculations illustrating expected pollutant load reductions for the controls proposed with an accompanying explanation of how these figures were derived (LDC 25-8-511 through 523, ECM 1.6.9) • Special conditions approved by the City for installation or maintenance of proposed water quality controls used to achieve the target pollutant load reductions (LDC 25-8-511 through 523, ECM 1.6.9) 				X

	Urban	Suburban	Water Supply*	Barton Springs Zone
For projects receiving approval subject to Ordinance No. 941205-A (the amended Composite Ordinance), LDC Section 25-8-213 requires water quality controls and/or other on-site pollution prevention and assimilation techniques so that the post-development stormwater concentrations of total suspended solids, total phosphorus and total nitrogen and total organic carbon in stormwater leaving the development site water quality controls must be no greater than the background stormwater concentrations specified in LDC 25-8-213(D). In addition, LDC 25-8-511 through 523 requires that multifamily and commercial controls be monitored to verify that discharges do not exceed the concentrations. This section establishes reductions required, and sets maximum discharge concentrations. To demonstrate compliance with these requirements, the applicant must submit the following additional information in the Engineering Report: <ul style="list-style-type: none"> • The methodology and water quality control strategy proposed to achieve the target pollutant concentration reductions (see ECM 1.6.8) • Calculations illustrating the target pollutant concentrations expected for the proposed development with an accompanying explanation of how these figures were derived (ECM 1.6.8) • Calculations illustrating expected pollutant concentration reductions for the controls proposed with an accompanying explanation of how these figures were derived (ECM 1.6.8) • Special conditions approved by the City for installation or maintenance of proposed water quality controls used to achieve the target pollutant concentration reductions (ECM 1.6.8) • For commercial sites, pollution reduction measures required by LDC 25-8-213, including use of xeriscape with a fertilizer reduction element and spill control/maintenance plan for hydrocarbons (ECM 1.6.8) 				X
2. Cover Sheet – Provide a cover sheet which contains the following information:				
Name of project	X	X	X	X
Watershed name and classification	X	X	X	X
Application submittal date	X	X	X	X
Subject water quality ordinance	X	X	X	X
Statement whether site is located over Edwards Aquifer Recharge Zone	X	X	X	X
Statement whether an operating permit for water quality controls is required, and the level of operating permit				X
3. Erosion/Sedimentation Control and Tree Protection Plan – This plan must be on a separate page labeled “Erosion/Sedimentation Control and Tree Protection Plan.” This plan must be a topographic map with two-foot contour intervals, at a scale of 1”=50 feet or less, and sealed by a Professional Engineer (LDC 25-8-152). For large projects, Development Assistance Center may waive the requirement for a 1”=100’ scale, and may allow a smaller scale to be submitted. Symbols used to show controls must be clear and distinctive. The plan must contain the following information:				
Location and type of all proposed temporary erosion controls on a plan view with existing topographic information (LDC 25-8-181 through 184, ECM 1.4.0)	X	X	X	X
Contributing drainage area information for all erosion controls (ECM 1.4.0)	X	X	X	X
Location and type of all permanent erosion and sedimentation controls, permanent water quality controls and flood controls (LDC 25-8-181 through 184, ECM 1.4.0)	X	X	X	X
Existing and proposed grade(s)	X	X	X	X
Finished floor elevation(s)	X	X	X	X

	Urban	Suburban	Water Supply*	Barton Springs Zone
All proposed development including all utilities proposed to be part of site development permit (LDC 25-8-181 through 184, ECM 1.4.0)	X	X	X	X
Contractor staging area(s) and vehicular use area(s) (ECM 1.4.0)	X	X	X	X
Temporary and permanent spoils storage areas specifying size, time of use, and ultimate restoration schedules (LDC 25-8-343, ECM 1.4.0)	X	X	X	X
All waterways within the tract or which impact the tract and the location of the 2-, 25- and 100-year floodplains and the area of upstream drainage (LDC 25-8-92, 25-8-261, 25-8-262)	X	X	X	X
Location of Critical Water Quality Zone (CWQZ) (LDC 25-8-92, 25-8-261, 25-8-262)	X	X	X	X
The delineation of Water Quality Transition Zone, Upland Zone, as applicable (LDC 25-8-93, 25-8-393, 25-8-423, 25-8-453, 25-8-483)		X	X	X
All proposed floodplain improvements (LDC 25-8-92, 25-8-261, 25-8-262, ECM 1.7.0)	X	X	X	X
Location of all known Underground Storage Tanks	X	X	X	X
Location of all Critical Environmental Features and their required setbacks (LDC 25-8-281, 25-8-282)	X	X	X	X
Detailed sequence of construction containing: <ul style="list-style-type: none"> Which phases of construction will be done at which time Specific erosion/sedimentation controls and tree protection measures for each phase of the development The pre-construction meeting (May be located on general notes sheet.) (LDC 25-8-181 through 184, ECM 1.4.0) 	X	X	X	X
Detailed sequence of construction containing: <ul style="list-style-type: none"> The information found in Appendix P-4 in the Environmental Criteria Manual (May be located on general notes sheet.) (LDC 25-8-181 through 184, ECM 1.4.0) 				X
Areas of cut and/or fill greater than four feet (LDC 25-8-341, 25-8-342)		X	X	X
Downstream buffer zones as required by LDC 25-8-454			X	X
Location of all wastewater irrigation areas, such as wastewater treatment plants and subsurface irrigation fields, if applicable (LDC 25-8-361)		X	X	X
Limit of construction line encompassing all areas to be disturbed, enclosing all areas of natural vegetation on the site which are to be left undisturbed (ECM 1.4.0)	X	X	X	X
Specific locations where special slope stabilization techniques are to be utilized and the extent of slope stabilization to take place and the technique used (May be located on general notes sheet.) (ECM 1.4.0)	X	X	X	X
<ul style="list-style-type: none"> Restoration plans for all disturbed areas on the site in accordance with requirements of ECM 1.4.1(D) 	X	X	X	X
City of Austin Standard Erosion Control Notes as found in Appendix P-1 in the Environmental Criteria Manual (May be located on general notes sheet.) (ECM 1.4.0)	X	X	X	X
<ul style="list-style-type: none"> Additional Erosion Control Notes for Barton Springs Contributing Zone found in ECM Appendix P-3 (May be located on general notes sheet.) (LDC 25-8-181 through 184) 				X

	Urban	Suburban	Water Supply*	Barton Springs Zone
A survey of all trees eight (8) inches in diameter and larger. Trees are to be represented by circles using the formula of one foot of radius for every one inch of trunk diameter. Unbroken circles indicate trees which are to remain. Dashed circles indicate trees proposed for removal. (LDC Chapter 25-8, Subchapter B, Article I, ECM 3.1.0 through 3.6.1)	X	X	X	X
For projects located within designated Hill Country Roadway Corridor Areas, a survey for trees six (6) inches in diameter and greater for individual trees and down to two (2) inches in diameter for tree clusters with 3 or more trunks within 10' of each other (LDC 25-2-981, 25-2-1021 through 1026, ECM 3.3.4)	X	X	X	X
The erosion control plan must show all water quality controls and associated appurtenances to scale (LDC 25-8-181 through 184)	X	X	X	X
Location of tree protection fencing (ECM 3.4.5)	X	X	X	X
City of Austin Standard Notes for Trees and Natural Area Protection as found in ECM Appendix P-2 (May be located on general notes sheet.) (ECM 3.4.5)	X	X	X	X
4. Water Quality/Drainage Plan				
In Urban Watersheds, payment of a fee to the City of Austin in lieu of construction of a water quality pond is allowed. This fee is collected by the City of Austin and used to construct off-site water quality ponds. The form to calculate the fee is located in Appendix T in the Environmental Criteria Manual. If payment of the fee is proposed, submit the form to the environmental reviewer with the information required to determine the fee. (LDC 25-8-214)	X			
A. Water Quality Plan and Drainage Area Map: If construction of an on-site water quality control is proposed, a water quality plan containing information on water quality controls and 2-year detention shall be submitted. The plan shall consist of an overall plan view of the proposed project and shall contain, at a minimum, the information listed below. Additional information may be necessary to demonstrate compliance with code requirements. (LDC 25-8-211, 25-8-213, 25-8-215; 25-7-61, 25-7-65)	X	X	X	X
The plan must be a topographic map with two-foot contour intervals, at a scale of 1"=100 feet or less, and shall be sealed by a Professional Engineer	X	X	X	X
Drainage area to each water quality control and size of drainage acres (ECM 1.6.0)	X	X	X	X
All proposed development on the site	X	X	X	X
The proposed site grading including: <ul style="list-style-type: none"> Arrows indicating the direction of flow Arrows indicating the direction of roof run-off Stormwater lines and inlets Method used to divert stormwater around site Creeks, open drainageways within subdivision 	X	X	X	X
The location of existing and proposed water quality and detention basins	X	X	X	X
Location of discharge from water quality and detention basins (ECM 1.4, 1.6.5)	X	X	X	X
Location of maintenance access for drainage structures (ECM 1.6.5 D.5)	X	X	X	X
Drainage and water quality easements (ECM 1.6.5)	X	X	X	X

	Urban	Suburban	Water Supply*	Barton Springs Zone
Location of all CWQZ, and/or WQTZ, and the 100-year floodplain adjacent to the water quality control, and flood surface elevation of the waterways (LDC 25-8-92, 25-8-261, 25-8-262)	X	X	X	X
Water Quality calculations table as found in ECM Appendix R	X	X	X	X
Demonstrate that 2-year detention is not required, or provide calculations for 2-year detention pursuant to LDC 25-7-61, as amended, including (ECM 1.6.8.2): <ul style="list-style-type: none"> • Pre-development stormwater run-off flow rates • Developed stormwater run-off flow rates • Discharge flow rates of detention pond(s) • Volume required in detention basin • Maximum water surface elevation for the 2-year storm • Detail on outflow device used for detention pond • Detention pond detail with dimensions and elevations as needed for construction • Other information as necessary to demonstrate compliance with the applicable ordinance 	X	X	X	X
B. Water Quality Control Plan(s): This sheet or sheets should consist of a plan view and details of each proposed control. The information contained on this sheet should include:	X	X	X	X
Plan view of water quality control at scale of 1"=20' (scale may be altered upon request), with dimensions, elevations including the splitter, riser, and gabion if applicable. Show proposed and existing grade within this area. (ECM 1.6.5)	X	X	X	X
Clearly show the following information in plan view or cross-section (ECM 1.6.5): <ul style="list-style-type: none"> • Slopes provided in sedimentation pond • Water quality elevation • Top of sand elevation • Top of berm • Bottom of pond elevations 	X	X	X	X
Water surface elevation in receiving drainage system or waterway (ECM 1.6.5)	X	X	X	X
Location for liner, if applicable (ECM 1.6.5)	X	X	X	X
Underdrain spacing and cleanouts (ECM 1.6.5)	X	X	X	X
Landscape screening, maintenance access, maintenance staging area (LDC 25-2-1006, ECM 1.6.5)	X	X	X	X
Splitter box detail with dimensions (ECM 1.6.5)	X	X	X	X
Riser detail with orifice size, trash rack, gravel and filter fabric shown and specified (ECM 1.6.5)	X	X	X	X
Gabion detail with top elevation specified, and gabion specifications, if applicable (ECM 1.6.5)	X	X	X	X
Sand detail and specifications (ECM 1.6.5)	X	X	X	X
Liner specifications, if applicable (ECM 1.6.5)	X	X	X	X
Geotextile membrane specifications (ECM 1.6.5)	X	X	X	X
Fence specifications, if applicable (ECM 1.6.5)	X	X	X	X
Bollard and chain detail, if applicable (ECM 1.6.5)	X	X	X	X
The location of proposed water quality controls, as described in the Project Report, which are necessary to meet the pollutant reduction requirements, indicating whether or not the design is a structural control				X
Details of proposed water quality controls referenced specifically to the water quality methodology contained in the Water Quality Report (These details may be provided on a separate plan sheet, if necessary, with appropriate references and cross-sections provided on the Water Quality Control Plan.) (ECM 1.6.8, 9)				X

	Urban	Suburban	Water Supply*	Barton Springs Zone
Impervious cover calculations based on net site area, and within the drainage area to the control (ECM 1.6.8, 9)				X
Specific notes that address the following requirements: <ul style="list-style-type: none"> • Pollution prevention measures proposed to satisfy requirements of LDC 25-8-213 or 25-8-514 and the appropriate enforcement mechanisms used (covenants, restrictions, etc.) • Special conditions required as a result of a "limited adjustment" approved by the City Council, if applicable (May be located on general notes sheet.) (ECM 1.6.8, 9) 				X
6. Slope and Topographic Map – Submit a slope and topographic map drawn at the same scale as the erosion control and tree protection plan for all sites. The plan shall depict slopes of 0-15%, 15-25%, 25-35%, and over 35%. Slopes shall be calculated based on two-foot contour intervals. Include the following information on the slope map (if there are no slopes greater than 15%, all required information below may be shown on the Erosion/Sedimentation Control Plan):				
All development or improvements to the site, including adequate building sites exclusive of any required setbacks and easements, assuming an impervious cover limits in Chapter 25-8 of the LDC		X	X	X
Net Site Area information, using the format in Appendix Q-1 of the Environmental Criteria Manual. Impervious cover shall include both existing and proposed, given in acreage and as a percent of the Net Site Area. (LDC 25-8-394, 25-8-454, 25-8-481)		X	X	X
Calculations of land area in acres for each slope class and each water quality zone within the development. The location, type, acreage, and percentage of impervious cover, including both existing and proposed for each slope category and the totals, using the format in Appendix Q-2 in the Environmental Criteria Manual. (LDC 25-8-301 through 303)		X	X	X
The location of proposed temporary and permanent spoil disposal sites (LDC 25-8-343)		X	X	X
Transfer of Development Rights information, as calculated in Appendix Q-3 in the Environmental Criteria Manual (LDC 25-8-395, 25-8-455, 25-8-484)		X	X	X
Location of all septic drainfields and wastewater irrigation areas (LDC 25-8-361)		X	X	X
Downstream buffer areas (LDC 25-8-454, 25-8-481)			X	X
7. Environmental Resource Inventory (ERI) Report				
A. Vegetative Element <ul style="list-style-type: none"> • A tree survey as specified in ECM 3.3, LDC 25-8-121 through 124 • A vegetative survey for all commercial and multifamily sites which shows approximate location of and identifies all significant vegetation on the site as described in ECM 1.3.2 (LDC 25-8-121 through 124) • A discussion explaining how the design of the plan preserves, to the greatest extent reasonable, any significant trees and vegetation on the site and provides maximum erosion control and overland flow benefits from the vegetation as described in ECM 1.3.2 (LDC 25-8-121 through 124) 	X	X	X	X

	Urban	Suburban	Water Supply*	Barton Springs Zone
B. Geologic Element <ul style="list-style-type: none"> Description of all Critical Environmental Features, as defined by the LDC, with a reference to the topographic map which identifies their location and proposed means for protection of such areas (LDC 25-8-281, 25-8-282, 25-8-121 through 124) General description of topography, soils, and geology of the site as described in ECM 1.3.1 (LDC 25-8-121 through 124) Discussion explaining how the proposed drainage patterns will protect the quality and quantity of recharge points described in ECM 1.3.1, as required by LDC 25-8-281, 25-8-282, and 25-8-121 through 124 	X	X	X	X
C. Wastewater Element <ul style="list-style-type: none"> Environmental justification for sewer line locations in Critical Water Quality Zones, if applicable, and a description of the construction techniques and standards for proposed wastewater lines as described in ECM 1.7.7 (LDC 25-8-121 through 124, 25-8-361) Present alternatives for tunneling, micro-boring, or optional alignments outside the Critical Water Quality Zone and compare environmental constraints of each alternative as indicated in ECM 1.3.3 (LDC 25-8-121 through 124, 25-8-361) A description of alternative wastewater disposal systems to be used over the Edwards Aquifer Recharge Zone, if applicable (LDC 25-8-121 through 124, 25-8-361, ECM 1.11) A description of any proposed on-site collection and treatment systems, treatment levels, and impacts on receiving watercourses, including the Edwards Aquifer, if applicable (LDC 25-8-121 through 124, 25-8-361, ECM 1.11) Information on proposed on-site wastewater treatment levels and status of Texas Commission on Environmental Quality Permit, if requirements are different from City requirements (LDC 25-8-121 through 124, 25-8-361, ECM 1.11) Information on the soils in accordance with ECM 1.11 (LDC 25-8-121 through 124, 25-8-361) Calculations to demonstrate that the wastewater irrigation limitations of LDC 25-8-361 have been met, if applicable 	X	X	X	X
9. Endangered Species Notice – If the property is located within the areas identified by the City as potential habitat, and the project is not exempt from the endangered species notice requirement pursuant to LDC 25-8-696, provide notice to the applicable agencies:				
Provide notice of the application to the: <ul style="list-style-type: none"> United States Fish and Wildlife Service Texas Parks and Wildlife Department Balcones Canyon Conservation Plan Coordinating Committee Secretary The notice must include a statement that the development could cause the loss of endangered species habitat.			X	X

[<< Back to Exhibits](#)

Exhibit V: Revisions / Corrections

Number	Description	Revise (R) Add (A) Void (V) Sheet No.s	Total # Sheets in Plan Set	Net Change Imp. Cover (sq. ft.)	Total Site Imp. Cover (sq. ft.) / %	City of Austin Approval - Date	Date Imaged

[<< Back to Exhibits](#)

Exhibit VI: Electronic Submittal

The following requirements become effective for any plans submitted after January 1, 2010.

1. In an effort to:

- Improve geographic information system (GIS) data;
 - Improve the efficiency of GIS data creation; and
 - Provide a more comprehensive view of existing and proposed infrastructure;
- Provide a base file in *.dgn, *.dwg, or *.dxf, format of existing and proposed improvements listed in the following table, and specify layer name or number. File shall be referenced to the Texas Central State Plane (NAD83, survey feet) projection, and elevation data shall be referenced to the NAVD88 (feet) datum. Grid coordinates are recommended for alignment with City of Austin GIS data.

Is the file in (check one):

- Grid coordinates
- Surface coordinates

Average projection scale factor/Average combined factor (10 digits min.):

- Electronic seals shall be provided or excluded in accordance with Texas Board of Professional Engineers Rules and Texas Board of Architectural Examiners Rules.
- CADD files that contain more base layers than listed below are encouraged but are not required. CADD files may be locked or read-only.
- Electronic files shall be submitted on a USB flash drive. The flash drive will be copied at Intake and returned to you.

The following layers are required at the time of first formal submittal:

Description	<input checked="" type="checkbox"/> if n/a	Layer Name and/or Number (please specify)
Site boundaries		
Existing lot lines or legal tract boundaries		
Limits of Construction		

The following base files are required prior to site plan release:

Description	<input checked="" type="checkbox"/> if n/a	Layer Name and/or Number (please specify)
Site boundaries		
Existing lot lines or legal tract boundaries		
Limits of Construction		
Easements		
Utilities (lines and appurtenances)		
Stormwater drainage system lines and appurtenances ¹		
Water Quality and Detention Facilities ²		
Trees (location, size, and species) ³		
Critical environmental features and buffers as depicted on plans		
Roadway Infrastructure (pavement lines, poles, luminaires, and appurtenances) ⁴		
Sidewalks		
Open Space ⁵		
Building Footprints		
Floodplain Delineation (existing & proposed as depicted on plan)		
Legend (may be in separate file)		

- 1: Location of pipes, culverts, flumes and channels (Centerlines are preferred but pipe ODs and channel grading are acceptable). Appurtenances depicted with symbols per plan for inlets, manholes, flumes, bridge inlets, headwalls, wet wells for storm discharge pumps, etc. Station lines and numbers.
- 2: Delineation of detention, sedimentation, filtration and wet ponds (delineation of 100-year surface, WQ volume elevation, or permanent pool elevation is preferred, but walls and grading lines are acceptable), gabion, splitter box, wet wells for storm discharge pumps, headwalls, any outflow structure, vegetative filter strip areas, stormwater re-irrigation areas.
- 3: COGO point data preferred, but tree number & legend acceptable.
- 4: Edge of pavement, curb and gutter lines as depicted on plans, luminaires, poles, pullboxes, signal poles, and signal cabinets.
- 5: Delineation of open space as required on the site plan or subdivision. Only open spaces on the ground are required. Above ground spaces such as balconies are not required.

2. Provide an electronic copy of the following in *.pdf format with the following recommended file name convention at the time of first formal submittal:

Description	Recommended File Name
Engineer's report	[Case_Number]_Eng_report.pdf
Drainage report (if applicable)	[Case_Number]_Drg_report.pdf
Engineer's summary letter	[Case_Number]_Eng_summary.pdf
All sheets in Site Plan	[Case_Number]~U[Update #]_[sheet #].pdf
Application package (i.e. application, tax certificate(s), waiver request(s), etc.)	[Case_Number]_Application.pdf

3. Provide electronic files for drainage model. Resubmittal of drainage model is required for any modification.

[<< Back to Exhibits](#)