



The following information provides General Information and a summary of the Review Procedures 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.

## General Information

### Brief Description

Construction site plans are required for all utility line projects within the City or its 5-mile ETJ, except for water or sewer taps to an existing main, construction falling under the General Permit, and utility construction related to a subdivision.

Construction plans for water and wastewater projects (except for the above) are no longer submitted separately to Water and Wastewater, since the Development Services Department will do the distribution.

### Small Projects

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, it may qualify as a small project. Small projects qualify for reduced fees, shorter review times, and do not require notification. See the City of Austin Land Development Code Section 25-5-3.

### Ethics and Financial Disclosure Information

If you or your agent/representative were City of Austin employees or officials within the past 24 months, you may be subject to the Ethics and Financial Disclosure Ordinance (8607 17-X). Copies of the ordinance are available at the City Clerk's Office.

## Utility Line Projects Site Plan Review Procedures

The procedures for review and approval of site plans are based on Volume III, Chapter 25 of the City of Austin Land Development Code (LDC). The process is summarized below:

### Step I: Development Assessment (Optional)

A person may request an assessment of a proposed development *prior* to formal submittal by contacting the Development Assistance Center (DAC). The assessment is based on the information provided by the applicant at the time that an assessment is requested. An assessment of the project includes applicable code requirements pertaining to the site and identification of major development

issues.

For submittal information, please visit <http://austintexas.gov/digitaldevelopment>.

### **Step 2: Completeness Check**

In order to submit a site plan for review, an application for Completeness Check must be submitted. Intake reviews the application and pertinent information to determine if all required administrative items have been submitted. Intake then forwards it to the completeness check team, which determines whether the technical items needed for review have been submitted.

An application for completeness check must include:

- Site Plan Application
- Site Plan Review - Completeness Check fee (check, cash, money order, or credit card): see <http://www.austintexas.gov/department/fees>
- A copy of Site Plan sealed by professional engineer and/or Landscape Architect, as required by state licensing regulations
- All Items listed on the completeness checklist, located in the Intake Office and available online at <http://www.austintexas.gov/page/land-use-applications#site>

The completeness check review takes a maximum of 10 business days from the date of submittal. The applicant will be notified via email or fax whether the application is approved or additional information is required for submittal. When the application is approved, the plans can be formally submitted for a detailed review. **The application must be submitted formally within 45 calendar days of the initial completeness check or it will expire and a new completeness check will be required.**

For submittal information, please visit <http://austintexas.gov/digitaldevelopment> or email [lurintake@austintexas.gov](mailto:lurintake@austintexas.gov).

### **Step 3: Formal Submittal Review Process**

The next step is to submit the Utility Line Projects Application to Intake to start the review process. Electronic copies of the application are available online at <http://www.austintexas.gov/page/land-use-applications#site>.

For submittal information, please visit <http://austintexas.gov/digitaldevelopment>.

**Electronic submittal of CADD files and other documents is also required** for the initial submittal and every update, as described in Exhibit VI (Utility Line Projects Application Instructions). A final version of the plans and reports incorporating all changes made during the review process must be submitted electronically prior to release of the site plan.

A Case Manager with the Land Use Review Division is assigned to coordinate interdisciplinary reviews and provide guidance on code requirements and procedures. A review team is also assigned to the project. The team reviews the plans and prepares a Master Comment Report that contains specific areas of non-compliance. The initial review of the plans by the team can take up to 28 days from the date that the plans were formally submitted. If the site plan complies with the provisions of the code and other applicable state and federal regulations, and Commission approval is not required, the site plan will be approved administratively. The Master Comment Report can be viewed on the City of Austin website at

<http://www.austintexas.gov/page/interactive-development-review-permitting-and-inspection>.

#### **Step 4: Update**

If it is determined that the site plan does not comply, the applicant must file an update in order to bring it into compliance. **Contact Intake staff at [lurintake@austintexas.gov](mailto:lurintake@austintexas.gov) to schedule and submit an update.** Staff reviews the updates within 14 days of receipt, and the Case Manager will issue additional Master Reports identifying remaining items to be addressed. Updates will be required until the site plan is in compliance or the site plan expires.

Updates to the plan must be filed by the applicant within 365 days after the site plan has been filed. All comments must be cleared prior to the expiration date, or the application will expire and a new application must be submitted.

#### **Step 5: Site Plan Approval and Release**

Once all code requirements have been met, the Case Manager will notify the applicant that the site plan can be approved administratively or scheduled for Land Use Commission approval if necessary. If Commission approval is necessary, the Case Manager will inform you of the date and time of the public hearing. Commission-approved site plans may be appealed by the applicant or an interested party to the City Council. An appeal must be filed within 14 days of the Commission's action. If the plan is appealed, you will be notified of the date and time of the public hearing before the City Council.

An electronic submittal of the final plan is required, as described in Exhibit VI (Utility Line Projects Application Instructions). A Site Development Permit will also be prepared to authorize site work on the property, except for work that requires a building, demolition, or relocation permit.

Prior to site plan approval all fees must be paid. Additional fees may include but are not limited to: Landscape Inspection, Parkland Dedication, Variance, Notification, Phasing Fee, and Fiscal Surety. The Case Manager will inform you of any required fees prior to preparing the Site Development Permit.

Once all fees have been paid, plans have been copied, and the appeal period has passed, you will be advised that the site plan has been released and will be told when you can pick up the approved plans and permit.