



Site Plan Revision Completeness Check Review Guidelines

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For submittal and fee information, see austintexas.gov/digitaldevelopment

Site Plan Review

- Qualifies as revision
- Site and building tables updated
- Plan is still alive
- Redlined copy and new plan provided
- Zoning application needed (in city limits only – check condit. overlay)

Water Quality and Drainage Construction Review

- Engineer's seal (w/o qualifiers), signature & date on all unbound sheets & front page of bound documents containing engineering work
- Recorded Final Plat (or concurrent submittal) or legal tract determination (subdivisions only; site planner checks site plans)
- Engineer's project summary letter (signed, sealed and dated by P.E.)
- Discussion of compliance with 2-year peak flow control and water quality requirements
- Provision (or formal request to Watershed Engineering Division for RSMP or waiver) for flood control compliance
- Standard details from application packet
- Private and public roadways - layout and geometric data
- Floodplain delineations and drainage easements (or ROW) for fully developed condition flows
- Drainage area map (off-site and on-site) with flow patterns
- Drainage/2-year peak flow control/water quality study with hydrologic & hydraulic data for associated infrastructure
- Detailed drainage/2-year peak flow control/ water quality plan and physical data (existing and proposed) for associated infrastructure
- Access, operation and maintenance easements for flood, 2-year peak flow control and water quality controls
- Drainage layout map with drainage system layout
- Street and drainage plans with station and elevation
- Street and drainage profiles with support data
- Detention pond and standard details

FEMA Floodplain Review

- Floodplain note on the cover page with correct FEMA FIRM Panel number and revision letter (suffix), as well as correct effective date
- Lowest Finished Floor Elevation (FFE) on all proposed structures in relation to Mean Sea
- Level (MSL) (regardless of whether or not proposed structure is in the floodplain) (see Building Criteria Manual Ch. 58, Art. 8, C. 1. A.)
- FEMA 100-year floodplain is clearly delineated
- Do the topographic lines indicate a defined channel on or near the site? If so, have they dedicated an easement (with easement document note) for this channel if the drainage area is less than 64 acres? If the drainage study is greater than 64 acres, have they provided a floodplain study?
- If there's parking in the fully developed 100-year floodplain, is the average depth less than eight inches and the greatest depth no more than twelve inches? (see DCM 25-7-95)
- No development in the fully developed 25-year floodplain (see DCM 25-7-92)
- Must include updated City models affecting FEMA floodplain delineation

Transportation Review

- Parking tables updated
- Traffic Impact Analysis (TIA) Determination form and a TIA (report and technical addendum), if required

Austin Energy

- Show standard Austin Energy notes (See attachment at end of this document)
- Show existing electric facilities

Right-of-Way Management

- Required TCP Details: Appropriate 804s series
- Lane Closures and Flagging
- Sidewalk affected
- Devices
 - Cones
 - Barricades
 - Signs
- Work area protection
 - Temporary Paving (1100s4 series)
 - Steel Plates (or backfill each day)
 - Fencing
 - Material and Equipment Storage
- Covered Walkways for all overhead activities
- Stabilized Const. Entrance
- Detours
- General Notes

*If an engineered Traffic Control Plan (T.C.P.) is not provided, work specific details must be called out in the plan view.

- Other Considerations (FYI's)
 - AULCC clearance for all utility extensions over 300' outside DAPCZ and over 25' in DAPCZ
 - Parking
 - Utilizing public parking (metered spaces)
 - Restoration
 - Asphalt/Pavement (1100s series details)
 - Sidewalk (sidewalk repair details)
 - Driveways (appropriate 400s series)
 - Curb Repair (appropriate 400s series)
 - Pipe installation and Trench Repair
 - Pavement Marking

**CITY OF AUSTIN
TRAFFIC IMPACT ANALYSIS (TIA) DETERMINATION WORKSHEET**

APPLICANT MUST FILL IN WORKSHEET PRIOR TO SUBMITTING FOR TIA DETERMINATION

PROJECT NAME: _____

LOCATION: _____

APPLICANT: _____ TELEPHONE NO: _____

APPLICATION STATUS: DEVELOPMENT ASSESSMENT: _____ ZONING: _____ SITE PLAN: _____

EXISTING:

FOR OFFICE USE ONLY

TRACT NUMBER	TRACT ACRES	BLDG SQ.FT.	ZONING	LAND USE	I.T.E CODE	TRIP RATE	TRIPS PER DAY

PROPOSED

FOR OFFICE USE ONLY

TRACT NUMBER	TRACT ACRES	BLDG SQ.FT.	ZONING	LAND USE	I.T.E CODE	TRIP RATE	TRIPS PER DAY

ABUTTING ROADWAYS

FOR OFFICE USE ONLY

STREET NAME	PROPOSED ACCESS?	PAVEMENT WIDTH	CLASSIFICATION

FOR OFFICE USE ONLY

- A traffic impact analysis is required. The consultant preparing the study must meet with a Transportation planner to discuss the scope and requirements of the study before beginning the study.
- A traffic impact analysis is NOT required. The traffic generated by the proposal does not exceed the thresholds established in the LDC.
- The traffic impact analysis has been waived for the following reason: _____
- A neighborhood traffic analysis will be performed by the City for this project. The applicant may have to collect existing traffic counts. See a Transportation planner for information.

REVIEWED BY: _____ DATE: _____

DISTRIBUTION: _____ FILE _____ CAP. METRO _____ TXDOT _____ TRANS. REV. _____ TRAVIS CO. _____ ATD _____ TOTAL COPIES: _____

NOTE: A TIA determination must be made prior to submittal of any zoning or site plan application, therefore, this completed and reviewed form MUST ACCOMPANY any subsequent application for the IDENTICAL project. CHANGES to the proposed project will REQUIRE a new TIA determination to be made.

AUSTIN ENERGY STANDARD NOTES

- EL. ADD THE FOLLOWING NOTE:

Austin Energy has the right to prune and/or remove trees, shrubbery and other obstructions to the extent necessary to keep the easements clear. Austin Energy will perform all tree work in compliance with Chapter 25-8, Subchapter B of the City of Austin Land Development Code.

- EL. ADD THE FOLLOWING NOTE:

The owner/developer of this subdivision/lot shall provide Austin Energy with any easement and/or access required, in addition to those indicated, for the installation and ongoing maintenance of overhead and underground electric facilities. These easements and/or access are required to provide electric service to the building and will not be located so as to cause the site to be out of compliance with Chapter 25-8 of the City of Austin Land Development Code.

- EL. ADD THE FOLLOWING NOTE:

The owner shall be responsible for installation of temporary erosion control, revegetation and tree protection. In addition, the owner shall be responsible for any initial tree pruning and tree removal that is within ten feet of the center line of the proposed overhead electrical facilities designed to provide electric service to this project. The owner shall include Austin Energy's work within the limits of construction for this project.

- EL. ADD THE FOLLOWING NOTE:

The owner of the property is responsible for maintaining clearances required by the National Electric Safety Code, Occupational Safety and Health Administration (OSHA) regulations, City of Austin rules and regulations and Texas state laws pertaining to clearances when working in close proximity to overhead power lines and equipment. Austin Energy will not render electric service unless required clearances are maintained. All costs incurred because of failure to comply with the required clearances will be charged to the owner.

DISCLAIMER: Due to the variety of applications and regulations being addressed during the completeness check review process, additional information may be required depending on the specifics of each application.