



Preliminary Subdivision Completeness Check Review Guidelines

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

Subdivision Review

- Proof of Ownership
- Copies of correct deeds
- All owners' signatures
- If site already developed, ask for As-Built Survey OR note to applicant that any approved site plan will need to be corrected/revised to match new lot configuration.
- Tax Certificates
 1. Indicating taxes paid up
 2. Covering property in its entirety (total acreage)
- Lots meet zoning regulations or zoning application in house
- If balance of tract, need deeds and tax plat of original tract
- Is preliminary plan necessary?
- Tax Plats Current
- Jurisdiction
- Chapter 245 Determination
- If revision to preliminary plan, please add a red line copy of the proposed changes on a copy of the originally approved preliminary plan.

Water Quality and Drainage Engineering Review

- Engineer's seal (w/o qualifiers), signature & date on all unbound sheets & front page of bound documents containing engineering work
- 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
- Drainage/2-year peak flow control/water quality study with hydrologic & hydraulic data for associated infrastructure including applicable ECM Appendix R Table
- Provision (or formal request to Watershed Engineering Division for RSMP or waiver) for flood control compliance
- Public roadways - layout, classification 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 and drainage calculation summary table
- Access, operation and maintenance easements for flood, 2-year peak flow control and water quality controls
- Refer to Subdivision Application Packet (Packet #09)

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
- 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?
- No development in the fully developed 25-year floodplain (see DCM 25-7-92)

Environmental Review

- Identify variances – 25-8-41, 42, 43
- Erosion sedimentation control plan – 25-8-181
- Tree protection plan – 25-8-604
- Tree survey for trees over 8" - 25-8-604
- Slope map (except in urban watersheds) – 25-8-301
- Grading plan – 25-8-181
- Appendix Q1/Q2 – 25-8-62, 63
- Critical Environmental Features identified – 25-8-281
- All trenching in the Recharge Zone that is greater than (5') five feet deep requires inspection by a geologist, per the Void and Water Flow Mitigation Rule
- Environmental Resource Inventory (if required by code) – 25-8-121

Add the ERI if any of the following conditions exist:

- o Over the recharge zone
- o Over the contributing zone
- o With a gradient of more than 15%
- o In a floodplain
- o In a CWQZ
- o In a WQTZ

Please provide an ERI that meets the criteria described in LDC 25-8-121 to 125 and ECM 1.3.0

- Engineer's report – Application
- Plat notes – ECM Appendix P
- CWQZ/WQTZ and 100 year floodplains delineated – 25-8-92, 93
- Watershed status and standard notes - Application
- Restrictive covenants - Application
- Storm Water Pollution Prevention Plan (if over 1 acre LOC and if infrastructure is proposed) – ECM 1.4.0

Transportation Review

- Street Design table: ROW, pavement, & cross-section for each street
- Sidewalk locations by dotted line, deferral note, or variance request
- Sidewalk note
- Survey ties across all existing streets

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