

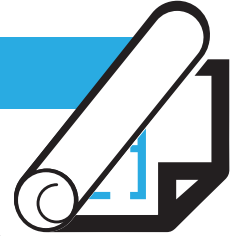
Electronic Plan Review Work Process Flow

EFFECTIVE MARCH 23, 2020

1 Plan Intake

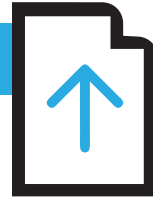
For Initial Review – **DELIVER**

1. Electronic plan set on thumb drive
2. Hard copy plan sent to Development Services Department (DSD) intake



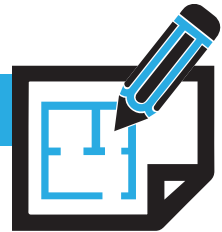
2 Plan Upload

If project file is uploaded into Austin Build & Connect Portal (ABC Portal), Austin Water (AW) reviewer will retrieve plans set, if not AW will email consultant to request a link for plans set.



3 Plan Review

AW retrieves electronic plan set and performs review



4 Customer Communication

AW reviewer uploads redline set with comments into ABC Portal



5 Plan Download

Consultant retrieves redline set from ABC Portal



6 Plan Reviews or Approvals

Result of review? Reviewed with No Comments, Informal or Rejected?

- a. **Rejected:** Steps 1 through 5 are repeated
- b. **Informal:** Coordinate with reviewer (outside of review cycle) to clear all remaining comments and then proceed to step 6c
- c. **Reviewed with No Comments:** Plan set is ready for AW signature, send FTP link to AW reviewer for electronic signatures – Reviewer will sign and transmit back to consultant via secure download link

