



City of Austin  
 Watershed Protection Department  
 One Texas Center,  
 505 Barton Springs Road  
 Austin, TX 78704

## BARTON SPRINGS ZONE ANNUAL OPERATING PERMIT RENEWAL APPLICATION

RENEWAL APPLICATION [ ]  
 TRANSFER APPLICATION [ ]  
 (Effective Date of Transfer) \_\_\_\_\_

Submittal Date \_\_\_\_\_

**1. GENERAL INFORMATION ON WATER QUALITY CONTROL (WQC) OP #**

**WQC SITE NAME:** \_\_\_\_\_  
**WQC ADDRESS:** \_\_\_\_\_  
**OPERATOR BUSINESS NAME:** \_\_\_\_\_  
**OPERATOR MAILING ADDRESS:** \_\_\_\_\_  
**CONTACT NAME:** \_\_\_\_\_  
**PHONE NUMBER:** \_\_\_\_\_  
**FAX NUMBER:** \_\_\_\_\_  
**EMAIL ADDRESS:** \_\_\_\_\_

**OWNER BUSINESS INFO:** (complete if it is different from the Operator. If it is the same, check: [ ] )  
**OWNER BUSINESS NAME:** \_\_\_\_\_  
**OWNER MAILING ADDRESS:** \_\_\_\_\_  
**CONTACT NAME:** \_\_\_\_\_  
**PHONE NUMBER:** \_\_\_\_\_  
**FAX NUMBER:** \_\_\_\_\_  
**EMAIL ADDRESS:** \_\_\_\_\_

Has the water quality control functioned according to the approved design and maintenance plan during the previous year? YES [ ] NO [ ]

If no, provide an explanation of the circumstances under which the WQC was not functioning as designed.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please provide the following with the required attachments:**

Provide a copy of the past years inspection and maintenance records, including: the name(s) of any contractor(s), date(s) of maintenance and RESULTS (problem found, actions taken, components replaced/repared, sediment materials removed, disposal location). All materials must be disposed of in accordance with federal, state and local regulations. **See page 4-5 for minimum inspection and recordkeeping requirements.**

MAINTENANCE RECORDS AND DISPOSAL RECEIPTS ARE SUBMITTED AS ATTACHMENT # \_\_\_\_\_.

**1. OPERATING PERMIT FEES**

Water Quality Control (WQC) Fees (as adopted by Council)      WQC OP # \_\_\_\_\_  
Total Fees for 1 Water Quality Control      = \$650.00  
Total Fees for 2 Water Quality Controls      = \$728.00  
Total Fees for 3+ Water Quality Controls      = \$806.00  
Reinspection Fees (if assessed)      = \$133.00 each

Total number of WQC's: \_\_\_\_\_  
WQC #1 TYPE: \_\_\_\_\_  
WQC #2 TYPE (if Applicable): \_\_\_\_\_  
WQC #3 TYPE (if Applicable): \_\_\_\_\_  
WQC #4 TYPE (if Applicable): \_\_\_\_\_  
Fee for WQC(s): \_\_\_\_\_  
Fees for any re-inspections: \_\_\_\_\_  
Total Fee: \_\_\_\_\_  
Fee Submitted: \_\_\_\_\_

**2. RESPONSIBILITY OF PERMITEE**

It is the duty of the responsible party who maintains the water quality controls(s) to contact the City of Austin for a post maintenance inspection if they have received notice from the BSZ inspection department. Maintenance requirements include:

- Removal of sediment buildup in WQC(s) when accumulation exceeds 6 inches.
- Clear and properly dispose of accumulated trash and debris every six months, or more frequently, as needed.
- Vegetation should be maintained as prescribed in the ECM as defined for type of WQC employed.
- No persistent water should be in controls; capture volume should be retreated, retained or discharged in accordance with the approved WQC criteria per City of Austin's Environmental Criteria Manual. Prolonged, standing water indicates the need for corrective measures. **Corrective maintenance is required any time a basin or associated conveyances/structures do not completely drain as based on the WQC system type: no standing water allowed. Maintenance criteria is summarized on Page 4, 5;**
- An inspector from the Watershed Protection Department will verify compliance with the code requirements and the Operating Permit. Non-Compliant sites will be re-inspected and are subject to reinspection fees. Reinspection fees are \$133.00 per re-inspection.
- Maintenance inspections performed by COA personnel are usually conducted during normal business hours. During/after rain events city staff may inspect the water quality facilities after normal business hours (after 6:00 pm and/or on weekends) to confirm compliance.
- The permittee acknowledges that sampling, if required, will be performed during storm events by contractors selected by the city, and the permittee is responsible for providing information on associations with certified labs, or subsidiaries thereof (level 3).

Applicant / Responsible party agrees that the information contained in this permit renewal application is true and correct to the best of his / her knowledge. Applicant agrees to abide by the requirements of this permit and all related Codes of the City of Austin.

I, the signee, responsible for the property assigned by site plan # \_\_\_\_\_, understand and agree to maintain the WQC(s) and any associated easements in a manner which will allow access for City of Austin employees or contractors to inspect or sample the control(s).

(PRINT) NAME/TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PERMIT APPLICANT / RESPONSIBLE PARTY (check): OWNER [ ] OPERATOR [ ]

**4. OPERATIONAL PERMIT SIGNOFF**

Payment and attachments must accompany the application, along with updated information concerning ownership or facility operation. Upon receipt of all information and fees, including a favorable inspection report, the City of Austin will renew the permit for a period of one (1) year.

Failure to comply with provisions in the ordinance or the terms of the permit is a violation of the Land Development Code and subject to enforcement action, as identified in Chapter 25-1, Article 10 and Section 25-8-511 through 25-8-523 (when applicable).

*PLEASE REGISTER ON THE CITY OF AUSTIN'S AB+C CONNECT WEBSITE. ATTACH THIS COMPLETED FORM AND ALL ADDITIONAL INFORMATION RELATING TO YOUR PERMIT TO <https://abc.austintexas.gov/web/permit/index>. THE PERMIT INVOICE MUST BE USED TO COMPLETE PAYMENT.* Please note that we no longer can accept mailed in applications or payments. To pay by check, you will need to contact our office or the cashier's office to deliver checks and applications. The ABC web portal does allow for checking account transfers.

**FOR ASSISTANCE PLEASE EMAIL [BSZOPERATINGPERMIT@AUSTINTEXAS.GOV](mailto:BSZOPERATINGPERMIT@AUSTINTEXAS.GOV)**

**FOR OFFICE USE ONLY**

DATE REC'D \_\_\_\_\_  
REC'D BY \_\_\_\_\_  
PAID \_\_\_\_\_  
CHECK # \_\_\_\_\_  
RECEIPT # \_\_\_\_\_

<b>WPD FIELD REVIEW</b>	
DATE _____	OP# _____
BY _____	BY _____

**EFFECTIVE DATE OF PERMIT**

\_\_\_\_\_  
Jorge Morales P.E, Director

\_\_\_\_\_  
Operating Permit Coordinator

**Barton Springs Zone (BSZ) Operating Permit Program  
Minimum Inspection Requirements**

In the Barton Springs Zone, WQC's must be maintained according to the criteria found in the Environmental Criteria Manual. The facility also shall be maintained as specified in the approved site plan and/or as-builts, and the O&M specifications.

Major maintenance and monitoring requirements for **all WQC systems** include:

1. Accumulated paper, trash and debris shall be removed at a minimum every six months or as necessary to maintain proper operation.
2. Structural integrity shall be maintained at all times. Basins and all appurtenances shall be inspected annually, or more frequently if specified, and repairs shall be made if necessary. When maintenance or repairs are performed, the SCM shall be restored to the original lines and grades.
3. Vegetation shall not exceed 18 inches in height at any time except as called for in the design for bio-filtration basins, vegetated filter strips, and infiltration/irrigation areas, the guidelines in the Environmental Criteria Manual (ECM) shall apply. Note that herbicides and pesticides are prohibited in storm-water facilities and all vegetation must be maintained by mechanical means (mowers, trimmers, mechanical equipment only).
4. Draw down time for Sedimentation/filtration basins and Bio-filtration should not exceed 96 hours (4 days) after the rain event terminates.

Major maintenance and monitoring requirements for **retention-irrigation/infiltration systems**  
**IMPORTANT!:** If your WQC system is retention/irrigation or retention/infiltration you are required to meet the minimum number of inspections listed below and must provide technical inspection/assessments of all equipment for maintenance records submitted at renewal. Note that all the equipment must be inspected immediately after at least two (2) rain events (while system is discharging/irrigating) to ensure that all the control requirements are met. In addition to the maintenance requirements for all WQC's:

1. Basin - Structural integrity of basins shall be maintained at all times. Woody vegetation should be controlled/removed to prevent basin leakage. The ability of the basin to retain the water quality volume shall be evaluated by the COA.

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Major maintenance and monitoring requirements for **retention-irrigation/infiltration systems**  
(continued)

2. Irrigation Areas - To the greatest extent practicable, irrigation areas are to remain in their natural state. However, vegetation must be maintained in the irrigation area such that it does not impede the spray of water from the irrigation heads. Tree and shrub trimmings and other large debris must be removed from the irrigation area.
3. Pumps and Irrigation System - The pumps and irrigation system must be inspected or tested a minimum of six (6) times per year to show all components are operating as intended. Two (2) of these six (6) inspections should be after rain events to ensure that the irrigation system and all of its components perform as designed. This includes controls such as weather stations or rain sensors, delays, valves, alarm system, distribution lines, or other components as specified in the system design. Sprinkler heads must be checked to determine if any are broken, clogged, or not spraying properly. All inspection and testing reports must be kept on site and accessible to the City of Austin.
4. The overall system shall be inspected for the ability to retain the water quality volume on site per ECM Section 1.6.7.A.