

Below are the items, which do not meet minimum requirements for site plans to pass the Land Use Review completeness check process. The information outlined below can be found in the Utility Criteria Manual Sections 2.5, Standard Specifications, Standards Manual and the Site Plan Application Instructions. All deficiencies below (both bold and non-bold) shall be addressed to achieve compliant completeness check.

**GENERAL REQUIREMENTS**

- ❑ All plat, preliminary plans, site plan and subdivision construction cases shall be submitted in PDF (.pdf) format to allow electronic review by AW. Any other file types will be rejected.
- ❑ Engineer's dated signature and seal of a Professional Engineer licensed in the State of Texas on each plan sheet and including the engineering firm name and Texas registration number (Title 22 TAC §137.33 and §137.77).
- ❑ Project title; date of plans and revisions.
- ❑ Indicate on the cover sheet, the subdivision file number and show all required permit numbers such as development permit, Texas Department of Transportation permit, railroad crossing permit, etc.
- ❑ A general location map with street names, showing MAPSCO and grid numbers.
- ❑ An index on the cover sheet or on the 2nd sheet of the drawings.
- ❑ North arrow and scale must be shown. The standard horizontal scale for plan and profile sheets shall be 1" = 40', 30' or 20' for the plan view. The vertical scale shall be 1" = 4', 3' or 2', respectively. The same scale shall be used on all plan and profile sheets. All Texas Department of Transportation design build projects, Capital Improvement Projects, and General Permit projects shall be 1" = 20' horizontal scale for the plan view. For sheets other than plan and profile, horizontal scales of 1" = 40', 30' or 20' may be used as appropriate. Where relevant and applicable, a scale of 1" = 10' for plan views and a scale of 1" = 1', 2', 3', 4', or 5', as needed to fit the area on the page and provide the most clarity for profiles, shall be used for detailed water, reclaimed water, and wastewater connections, designs, utility crossings, and/or special detail drawings. The minimum size for plan and profile sheets shall be 22" x 34". Plan view and associated profile shall appear on the same sheet with the plan view at the top half of the sheet.
- ❑ Copy of recorded final plat or land status determination letter/report; or, with Pipeline Engineering approval, an approved final plat case (awaiting recording).
- ❑ Include current version of the Austin Water General Information and Construction Notes for Commercial Sites and Subdivision Plans sheet for stamps, latest Standard Austin Water Construction Notes, approved Service Extension Request documentation, meters, fire flow tests etc. All boxes from this sheet must be included for submittal. With the exception of providing the required information, do not remove, revise or reduce any text, Title Block, or tables on this sheet without prior authorization from Austin Water Pipeline Engineering. For current version of required AW General Info Sheet and other documents, please visit <http://austintexas.gov/page/pipeline-engineering>
- ❑ Design for SER required water, reclaimed water, and wastewater shall be included in construction plan submittal
- ❑ All plans shall provide available fire demand at 20 psi in gallons per minute (GPM) (Not "flow rate" from the fire flow test) pursuant to the current International Fire Code (IFC) on the Austin Water General Information and Construction Notes for Commercial



Sites and Subdivision Plans sheet. Indicate building size and type, required fire flow, velocity in feet per second, percentage of reduction and reduced fire flow in GPM if applicable, i., e., site has a dedicated fire line(s) and private internal fire sprinkler system.

- ❑ Recordation number and/or Volume and page number of existing recorded easements, right of way dedication, Declarations of use, and of any temporary working space easements. Limits of proposed easements shall be indicated.
- ❑ Location of all proposed and existing structures to remain; indicate any demolition by dashed footprint.
- ❑ Show limits of construction, including access drives.
- ❑ City limit line, when located in or near the site.
- ❑ Property lines and dimensions, legal description, lot and block numbers, right-of-way dimensions, and curb and sidewalk locations.
- ❑ Street address for all existing structures shall be shown on the lot(s) where the structures are located.
- ❑ Label all roadways, drives, overpasses, bridges, culverts, drainage structures, and decorative/pervious pavers.
- ❑ Retaining walls, including geogrid, straps, tie-backs and all other components shall be shown and identified.
- ❑ Identify and label all physical obstructions (utility poles, trees, storm sewer inlets, etc.) in right-of-way which could affect proposed or existing water, reclaimed water, or wastewater.
- ❑ Location, size, and material of all existing and proposed water, reclaimed water, wastewater mains lines and services with respect to easements and rights of way. Existing and proposed mains 24 inches and larger shall be shown by double lines indicating pipe outside diameter. The direction of flow in the wastewater mains shall be indicated on the drawings. COA record drawings for potable water, wastewater, and reuse water may not be reliable. The Engineer is encouraged to collect subsurface utility data according to American Society of Civil Engineers (ASCE), Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data, Standard CI/ASCE 38, latest edition.
- ❑ A profile view shall be provided for all water mains, reclaimed water mains and wastewater mains; the plan view and associated profile view shall appear on the same sheet with the plan view at the top half of the sheet.
- ❑ Curve data for roads, property lines, water, and reclaimed water lines.
- ❑ Pressure zone designation for subject tract and zone boundaries where applicable.
- ❑ Where water, wastewater, and/or reclaimed water mains cross each other, details shall be shown to indicate compliance with TCEQ requirements.
- ❑ Typical cross sections showing multiple utilities proposed to be within private streets or easements.
- ❑ Construction drawings shall contain Overall Location Maps and Key Maps for any individual water, reclaimed water, or wastewater line that requires three or more plan and profile sheets.
- ❑ Current, applicable City of Austin Standard drawings (Modified Standard drawings are not permitted).
- ❑ Supplementary drawings in the form of special details, as needed, to convey the design intent clearly and concisely.
- ❑ The location of 25-year and 100-year floodplains, limits per ATLAS 14, Critical Water Quality zone, & Erosion Hazard Zones, storm sewers, and easements and centerline



of existing watercourses, drainage features shall be shown; note on the cover sheet if a 100- year floodplain exists on site.

- ❑ If not on City sewer system, delineate drain field.
- ❑ Location and width of sidewalks on site plan; the location and design of all pedestrian sidewalk ramps.
- ❑ Accessible route of travel connecting all accessible elements and spaces on the site that can be negotiated by a person using a wheelchair and is usable by persons with other disabilities (indicated by dotted lines, a shading pattern or other identifiable legend).

FYI: If new force mains or lift stations are part of the plans, an Engineer's report, in accordance to chapter 217 of the TCEQ rules, shall be submitted prior to formal submittal. Review by the Facility Engineering Division will be concurrent to the Pipeline Engineering review. Contact Joanne Aird with questions at (512)972-0185 or [Joanette.Aird@austintexas.gov](mailto:Joanette.Aird@austintexas.gov).

**Codes Cited - 25-4-191, 25-4-192, 6-4-11(E), 15-9-9, 15-9-152, TCEQ 210, 217, 290, 291.93, 291.94 and 291.95.94 and 291.95**

