CONSOLIDATED SITE PLAN

Administrative and Land Use Commission

April 2013

CITY OF AUSTIN

A: CONSOLIDATED SITE PLAN APPLICATION OVERVIEW

GENERAL INFORMATION

This packet outlines the procedures and submittal requirements necessary to obtain a consolidated site plan permit within the City of Austin jurisdiction (full-purpose and limited-purpose city limits). The regulatory requirements and procedures for approval are defined in Volume III, Chapter 25 of the Code of the City of Austin. Chapter 25 was adopted by City Council in order to protect the health, safety and welfare of the Austin community.

Additional information about the site plan permitting process and code requirements can be obtained prior to submitting a site plan application by contacting the Development Assistance Center (DAC) on the first floor of One Texas Center, 505 Barton Springs Road, phone 974-6370, or by visiting the City of Austin's Development Process and One-Stop Shop website at http://www.ci.austin.tx.us/development/spinfo1.htm. The City of Austin encourages people considering site development to request a development assessment to determine design requirements, project feasibility and permitting requirements. (See Section B, Step 1 below for more information).

WHAT IS A SITE PLAN?

Chapter 25-5-1 of the City Code requires that a site plan be submitted, approved and released before an applicant can develop or change the use of their property or a building permit can be issued. A site plan illustrates the proposed development and its intended use within the context of the site. Existing conditions typically included in site plans are topography, watercourses, floodplains, significant vegetation, other environmental features, and any existing improvements on the site. Within this frame work, a site plan illustrates the proposed development and provides details on features such as access, utilities, parking, landscaping, buffers, general architectural features, building footprint and location of new structures.

WHAT A SITE PLAN IS NOT

A site plan is not a building permit and does not authorize the construction, demolition, or relocation of buildings. The applicant is responsible for requesting building, demolition, and relocation permits once the site plan is approved.

WHEN IS A PROJECT EXEMPT FROM THE SITE PLAN PROCESS?

Chapter 25-5-2 of the City Code specifies when a project can be exempt from site plan submittal. Generally, certain types of minor development that do not have a site plan already on file do not require formal site plan review. This includes construction of single family and most duplex residences, and other types of development that increase impervious cover by 1000 square feet or less, and have limits of construction of 3000 square feet or less. This development must meet the requirements of Section 25-5-2, Site Plan Exemptions. A Site Development Determination form (formerly called an Exemption) should be completed and filed with the Development Assistance Center in order to request an exemption.

WHO APPROVES SITE PLAN PERMITS?

Administrative Approval

If review by the Land Use Commission is not required, the Director of Planning and Development Review may approve the site plan administratively. Administrative site plans within the city limits that include building construction must be **consolidated.** A consolidated site plan consists of two major elements that are submitted and reviewed concurrently:

- The **Land Use Element** includes information on the site design and layout (such as building height, setbacks, density, parking, tree protection, and landscaping) and demonstrates compliance with zoning, site development, transportation, and environmental regulations.

- The **Construction Element** includes detailed information on the construction aspects of the site design (such as grading, detention, filtration, and erosion/sedimentation controls) and demonstrates compliance with drainage and water quality regulations.

Land Use Commission Approval

Approval of the land use element of the site plan is required by the Land Use Commission under Section 25-5-142 of the City Code for:

- Conditional Use Permits when required by Chapter 25-2, Subchapter C
- Construction of improvements within a 1000-foot Hill Country Roadway Corridor

If approval by the Land Use Commission is required, the applicant may submit either a **consolidated** site plan (as

described above) or a **non-consolidated** site plan. A non-consolidated site plan consists of two separate submittals: one for the land use element and one for the construction element. With a non-consolidated submittal, approval of the land use element by the Land Use Commission may be obtained before the detailed engineering work required for the construction element is performed. **For a non-consolidated submittal, application packets #14 and 20 should be used instead of this packet.** Once the land use element is approved by the Commission, the construction element may be reviewed and approved administratively. However, both the land use element and the construction element must be released concurrently.

B. CONSOLIDATED SITE PLAN REVIEW PROCEDURES

The procedures for review and approval of Site Plans are based on Volume III, Chapter 25 of the City of Austin Code. The process is summarized below:

Step I: DEVELOPMENT ASSESSMENT (Optional)

A person may request an assessment of a proposed development ***prior*** to formal submittal by contacting the Development Assistance Center (DAC). The assessment is based on the information provided by the applicant at the time that an assessment is requested. An assessment of the project includes applicable code requirements pertaining to the site and identification of major development issues. A Development Assessment application (Application Packet #01) can be submitted any working day of the week with an appointment to the Intake Office.

Contact:
City of Austin
One Stop Shop – Development Assistance Center
505 Barton Springs Road, 1st Floor
Austin, Texas 78704
Phone : (512) 974-6370
Fax: (512) 974-6305

STEP 2: COMPLETENESS CHECK

In order to submit a site plan for review, an application for Completeness Check must be submitted to the **Intake** staff. **Completeness Check hours are from 8:30am to 10:30 am Monday- Friday.** No appointment is necessary. Intake reviews the application and pertinent information to determine if all required administrative items have been submitted. Intake then forwards it to the completeness check team, which determines whether the technical items needed for review have been submitted.

An application for completeness check must include:

- Site Plan Application
- $200.00 review fee (check, cash, money order or credit card)
- 2 copies of Site Plan sealed by professional engineer and/or Landscape Architect, as required by state licensing regulations.
- All Items listed on the completeness checklist, located in the Intake Office and available online at http://www.ci.austin.tx.us/development/onestop/intakeck.htm.

The completeness check review takes a maximum of 10 business days from the date of submittal. The applicant will be notified via e-mail or fax whether the application is approved or additional information is required for submittal. When the application packet is approved, the plans can be formally submitted for a detailed review. When the application is formally submitted, the $200 completeness check fee is credited to the application fee. **The application must be submitted formally within 45 calendar days of the initial completeness check or it will expire and a new completeness check will be required.**

Contact:
City of Austin
One Stop Shop: Land Use Review - Intake Section
505 Barton Springs Road – 4th Floor
Austin, Texas 78704
Phone: (512) 974-2681 or (512) 974-2350 or (512) 974-7208 or (512) 974-2689
Fax: (512) 974-2620

STEP 3: FORMAL SUBMITTAL REVIEW PROCESS

The next step is to submit the Site Plan application packet to Intake to start the review process. Electronic copies of the application packet are available online at http://www.ci.austin.tx.us/development/onestop/packets.htm. Applications may be submitted to Intake Monday through Friday. **An appointment is necessary.** Please contact Intake at one of the numbers listed above to schedule an appointment. For submittal, the applicant will need to provide 19 additional copies of plans and 3 engineering reports along with the remaining balance of the fee (which will be listed on the completeness check response). Electronic submittal of CAD files and other documents is also required for the initial submittal, as described in Exhibit VII. A final version of the plans and reports incorporating all changes made during the review process must be submitted electronically prior to release of the site plan.

A Case Manager with the Land Use Review is assigned to coordinate interdisciplinary reviews and provide guidance on code requirements and procedures. A review team is also assigned to the project. The team reviews the plans and prepares a Master Comment Report that contains specific areas of non-compliance. The initial review of the plans by the team can take up to 28 days from the date that the plans were formally submitted. If the site plan complies with the provisions of the code and other applicable state and federal regulations and Commission approval is not required, the site plan will be approved administratively. The Comment Report can be viewed on the City of Austin website, www.ci.austin.tx.us/development.

STEP 4: UPDATE

If it is determined that the site plan does not comply, the applicant must file an update to the site plan in order to bring it into compliance. **Contact Intake staff to schedule an appointment and submit the update.** Staff reviews the updates within 14 days of receipt, and the Case Manager will issue additional Master Reports identifying remaining items to be addressed. Updates will be required until the site plan is in compliance or the site plan expires.

Updates to the plan must be filed by the applicant within 180 days after the site plan has been filed. An applicant can request an extension to the 180 day update period if the request is made prior to the 180 day deadline. The request must be made in writing and the reason for the extension should be specified. Extensions may be granted for good cause at the Director's discretion for up to 180 days.

STEP 5: SITE PLAN APPROVAL AND RELEASE

Once all Code requirements have been met, the Case Manager will notify the applicant that the site plan can be approved administratively or scheduled for Commission approval if necessary. If Commission approval is necessary, the Case Manager will inform you of the date and time of the public hearing. Commission-approved site plans may be appealed by the applicant or an interested party to the City Council. An appeal must be filed within 14 days of the Commission's action. If the plan is appealed, you will be notified of the date and time of the public hearing before the City Council.

Prior to release of the site plan, an original mylar copy of the plans must be provided which will be signed by the Case Manager and retained in the City's files. Copies of the mylar will be made for distribution to other City departments, and you may request additional copies to be made for your personal use for an additional fee. An electronic submittal of the final plan is also required (see Exhibit VII). A Development Permit will also be prepared to authorize site work on the property, except for work that requires a building, demolition, or relocation permit.

Prior to site plan approval all fees must be paid. Additional fees may include: Landscape Inspection, Parkland Dedication, Variance, Notification, Phasing Fee, and Fiscal Surety. The Case Manager will inform you of any required fees prior to preparing the Development Permit.

Once all fees have been paid, plans have been copied, and the appeal period has passed, you will be advised that the site plan has been released and will be told when you can pick up the approved plans and permit.

C. SUBMITTAL INFORMATION & REQUIREMENTS

1. COMPLETED APPLICATION FORM

The application must be complete and accurate prior to submittal.

Section 1: Primary Project Data

Project Name

Street Address

Subdivision Reference and Legal Description
The site plan will not be released unless it has been determined the tract is a legal lot/tract. This determination will be made during the review process, and if it cannot be determined the tract is a legal lot/tract, the applicant will be requested to prove legal lot status or subdivide. If a subdivision is required, it must be recorded prior to the release of the site plan.

Grid Number
This can be found from a Mapsco, a grid map located on the 1st floor, or the GIS viewer on the City's website.

Tax Parcel Numbers
These numbers may be found on the tax plats or tax certificates you are providing. The Intake Center or Document Sales Window can assist you with these numbers.

Section 2: Application Assessment

Large Retail Use
According to Ordinance # 20070215-072 a large retail use (100,000 sq. ft. or greater) requires a Conditional Use Permit from the Land Use Commission.

Traffic Impact Analysis (TIA) Determination Form
A determination as to whether a TIA is required must be made prior to submittal of the site plan application. This determination is made by the Development Assistance Center (DAC). Complete the indicated portions of the attached TIA determination form and meet with a Transportation Planner, Development Assistance Center (DAC) (first floor of One Texas Center, 505 Barton Springs Road) to have the determination completed. If a TIA is required, the Planner will indicate the number of copies to be submitted at the time of application.

If a traffic impact analysis is required, you or your traffic consultant should meet with a planner from the Transportation Review Section of the Department of Planning and Development at the earliest possible date to define a scope of study for the TIA. The basic requirements for a TIA are contained in Section 2 of the Transportation Criteria Manual.

Hill Country Roadway
The following information is required when a project is located within a Hill Country Roadway Corridor:

- Construction lines, including all buildings, parking and vehicular use areas, and all areas of required cut and fill
- Methods of screening all air conditioning and heating units, penthouses, parapet walls, or water storage reservoirs for fire safety from public view, both vertically and horizontally
- Horizontal view cross-section of all structures and the height of each structure drawn to scale to illustrate the height calculations
- For projects requesting performance incentives for scenic vista protection, the plan shall:
  a) illustrate the location and nature of any existing or potential scenic vista from or in close proximity to public roadways or recreation areas
  b) show how such vistas would be impacted by the proposed development
- A slope map drawn at a maximum of 5 foot contour intervals indicating all improvements (structures, driveways and parking areas) on slopes of 1-15%, 15-25%, 25-35% and over 35%
- The total area (in sq. ft.) within each slope of 0-15% 15-25%, 25-35%, and over 35%
- Floor-area information based on intensity zone and slope gradients.

Conditional Use
LDC 25-2-491 provides a table in which permitted and conditional uses are called out for each zoning district, where "P" means a permitted use, "C" means a conditional use, and "X" means a use is prohibited. A conditional use site plan permit requires approval from Land Use Commission. This table is also available at http://www.ci.austin.tx.us/development/onestop/zoning.htm by clicking on the link Zoning Permitted Use Chart.

Development Assessment (refer to General Summary for additional information)
If you have received Development Assessment, indicate the file number and the Intake Center will apply the credit associated with the assessment to your application fee. The assessment credit is void if not used within six months.

Small Project
Your project may qualify as a small project if all conditions required by LDC 25-5-3 are met: your project consists of a building, a parking area, or both; totals 5,000 square feet or less of impervious cover; and has a maximum limit of construction of 10,000 square feet. Small projects have reduced fees, shorter review times, and do not require notification.

S.M.A.R.T. Housing
S.M.A.R.T. Housing projects include a residential element meeting affordability requirements. A pre-certification letter from Neighborhood Housing and Community Development Department and subsequent pre-submittal meeting is required prior to the site plan application submittal. For more detailed information regarding submittal requirements, expedited timeframes, and discounted fees, please visit www.ci.austin.tx.us/ahfc/smart.htm.

Neighborhood Plan
To determine whether this site is located within a neighborhood plan, please refer to the following web site http://www.ci.austin.tx.us/planning/neighborhood, and follow the link to "Neighborhood Planning Areas."

Transit-Oriented Development (TOD) District or the NBG District
To determine whether this site is located within a TOD District, please refer to the following web sites:
http://www.ci.austin.tx.us/planning/tod/districts_profiles.htm (see map of TOD Districts for a citywide view);
http://www.ci.austin.tx.us/planning/tod/station_area_planning.htm (refer to "Specific TOD Station Area Planning Pages" at the bottom of this webpage to see detailed maps of the Lamar/Justin, MLK, and Plaza Saltillo TOD Districts)
http://www.ci.austin.tx.us/planning/tod/tod_documents.htm (see the adopted TOD Ordinance for detailed maps of the remaining TOD Districts)

To determine whether this site is located within the NBG District, please follow the instructions above for a Neighborhood Plan.

Off-site parking
If offsite parking is being requested, the site plan must show the primary use, the offsite parking, and the property address and legal description of both sites. A written agreement between the owner of the offsite parking and the owner of the primary use is required to assure the continued availability of the parking. Consult with DEVELOPMENT ASSISTANCE CENTER for more details.

Shared Parking
If shared parking approval is being requested under Sec. 25-6-476, three copies of a Shared Parking Analysis are required. Consult with DEVELOPMENT ASSISTANCE CENTER for more detail.

Principal Street Type
Please refer to Commercial Design Standards, LDC, 25-2, Subchapter E to determine what project's street type. This information can also be found at: http://www.ci.austin.tx.us/planning/designstandards.htm.

Vertical Mixed Use
If yes, a pre-application conference with Neighborhood Housing and Community Development is required prior to site plan application submittal to certify the affordability component of the project. Contact NHCD at 974-3100 to schedule an appointment for a conference.

Electric Utility Provider
Provide the name of the electric utility provider.

Water Utility Provider
Provide the name of the water utility provider.

Wastewater Utility Provider
Provide the name of the wastewater utility provider.

School District
Provide the name of the school district that this project is located within.

To determine the following information, refer to the GIS Viewer on the Development Review and One-Stop Shop website (http://www.ci.austin.tx.us/development/onestop/default.htm):

- Desired Development Zone/Drinking Water Protection Zone
- Watershed
- Watershed Classification
- Edwards Aquifer Recharge Zone
- Barton Springs Zone
- Land Development Jurisdiction
- County

Complaint Violation/Red Tag
Identify whether this site has been issued a Complaint Violation/Red Tag.

Comprehensive Watershed Ordinance
If you project is not subject to current watershed regulation, you must also submit your Chapter 245 Determination form with this application.

Section 3: Site Area Information

Site Area
Indicate the Net and Gross site area. See Sec. 25-8-62 of the City Code for a definition of Net Site Area and 25-1-21 (10) for a definition of Gross Site Area.

Building coverage
Provide the building coverage in square feet. See Sec. 25-1-21(10) for a definition of building coverage.

Number of living units
Indicate the number of living units for all multi-family projects.

Complete the chart, indicating the zoning (within the City limits), existing and proposed uses, and area of each tract. If there is only one tract, refer to it as Tract 1.

Description of Proposed Development
Provide a summary description of the proposed project, including type of development, number of buildings, and other proposed site improvements such as parking, water quality/detention ponds, landscaping, etc.

Section 4: Related Cases

Provide the file numbers which relate to applications on this property that have been filed in the past.

Section 5: Land Use Site Plan Data

Indicate whether the project is subject to the requirements listed in this section.

Section 6: Waiver/Variance/Etc.

Indicate all waivers, variances, or alternatives that are being pursued in this application. Identifying the need for these in the beginning of the process may help prevent delays.

Variances
When requesting a variance, please include in the Engineers Summary letter a description of the variance and justification, and the applicable ordinance and section from which you are requesting a variance.

Section 7: Ownership Information

If the owner uses an agent or other representative to prepare and submit an application and fill out this section, other than sole or community property, use the boxes provided or attach a list of the partners /beneficiaries/ principals and their positions.

Section 8: Owner Information
The current owner must sign the application or attach a written authorization for the agent. Be sure all signatures are legible and address information is correct.

Section 9: Applicant Information
If an agent is designated, this is considered the "Applicant" and will be PDR's primary contact.

Section 10: Engineer/Landscape Architect/Other

Section 11: Engineer/Landscape Architect/Other

2. **TIA Form**

3. **Submittal Verification**

4. **Inspection Authorization**

5. **Acknowledgement Form concerning subdivision plat note/deed restrictions** (form included in packet)
The applicant should carefully check these records before signing the attached Acknowledgment Form. Plat notes are shown on the face of the subdivision plat. Plats are available at the City or the Courthouse. Deed restrictions are recorded at the Courthouse, if you do not have them in your possession.

6. **Exhibit I** Site Plan Requirements

    A. Cover Sheet
    B. Base Information
    C. Additional Requirements (if applicable)
        1. Compatibility Standards
        2. Hill Country Requirements
        3. Connectivity Improvements
        4. Site Amenities
        5. Exterior Lighting Plan
        6. Waterfront Overlay District
        7. Austin Energy Green Building Program Requirements
        8. Sexually-Oriented Businesses
        9. Off-Site Parking
        10. Minimum On-Site Parking Reductions
        11. Request for On-Street Parking
    D. Drainage, Detention, Filtration
    E. Construction Details
    F. Environmental Plans
    G. Engineer's Summary Letter

Exhibit II	Owner's Detention Pond Release Letter
Exhibit III	Standard Site Plan Notes
Exhibit IV	Revision/Correction Table on Cover Sheet
Exhibit V	Traffic Study Requirements for On-Street Parking Request
Exhibit VI	Critical Environmental Feature Worksheet
Exhibit VII	Electronic Submittal
Exhibit VIII	Educational Impact Statement

ADDITIONAL REQUIREMENTS FOR CONSOLIDATED SITE PLAN APPLICATION

1. **TAX PLATS**
   Provide one blueline copy of each of the current tax plats, showing all properties within 500 feet of the tract or limits of construction. Include all maps referenced within the 500 feet. Outline the tract or limits of construction in red. (DO NOT SPLICE MAPS TOGETHER)

   Tax plats are not required for small projects except when a variance or waiver is requested.

   Tax plats can be obtained from:

   - Hays County: Hays County Clerk's Office, 137 N. Guadalupe St., San Marcos, phone: (512)393-7330;
   - Travis County: Travis County Tax Appraisal District, Walnut Creek Business Park, 8314 Cross Park Drive, Austin (Hwy 290 East and Cross Park Drive), phone: (512)834-9138. Tax plats for Travis County may be printed from T-CAD online; (www.traviscad.org).
   - Williamson County: Williamson County Clerk, Justice Center Building, 405 Martin Luther King St., Georgetown, phone: (512)943-1515.

   For projects located outside of Travis County, submit a list of names and addresses of all property owners within a 500-foot radius of the tract.

2. **TAX CERTIFICATE**
   Tax certificates can be obtained from:

   - Hays County: Hays County Tax Assessor Office, 102 N. LBJ Dr., San Marcos;
   - Travis County: Courthouse Annex, 5501 Airport Blvd.
   - Williamson County: Williamson County Tax Assessor/Collector Office, 904 S. Main St., Georgetown.

   The tax certificate should indicate that there are no taxes owed.

3. **LOCATION MAP**
   Provide a 4" x 4" location map on a separate 8-1/2" x 11" sheet (not required on small projects).

4. **BUILDING RELOCATION & DEMOLITION**
   If site plan includes relocation (onsite or offsite) or demolition of existing building(s), one photograph with an oblique view (front and side façade in same photo) for each building to be relocated onsite or offsite or demolished must be submitted with the application. Also, an additional site plan showing location of existing buildings, and new location onsite if relocated within the site, shall be submitted.

5. **8 ½ X 11 (Letter-sized) REDUCTION OF SITE PLAN (DIMENSION CONTROL) PAGE.**
   Include a letter-sized copy of the site plan page only. This will be included in the distribution packet, which is viewable online.

SITE PLAN APPLICATION

DEPARTMENTAL USE ONLY

Application Date _____ File Number _____
Development Review Type _____
Case Manager _____
Application Accepted By _____

Application Type _____

Section 1: PRIMARY PROJECT DATA

Project Name _____

Project Street Address (or range) _____
_____ Zip _____

If project address cannot be defined, such as utility lines, provide the following information:

_____ Along the _____ Side of _____
Frontage Rd. N S E W Frontage Road

Approximately _____ From the Intersection with _____
Distance Direction Cross Street

Provide either subdivision reference or brief legal description

_____1. Subdivision Reference
Name _____ Approved _____
Block(s) _____ Lot (s) _____ Outlot _____
Plat Book _____ Page Number _____
Case # _____

_____2. Brief Legal Description _____
_____

Grid Number(s) _____ _____ _____ _____

Tax Parcel Numbers _____ _____ _____

DEED REFERENCE OF DEED CONVEYING PROPERTY TO THE PRESENT OWNER
Volume _____ Page (s) _____ Sq.Ft. _____ or Acres _____

FILE NUMBER_____

Section 2: APPLICATION ASSESSMENT

Large Retail Use, as defined in Sec. 25-2-813? ☐ Yes ☐ No

Is a TIA required? ☐ Yes ☐ No Trips per day_____
On a Hill Country Roadway? ☐ Yes ☐ No Specify Hill Country Roadway_____

Is this use Conditional within the site's zoning district? ☐ Yes ☐ No

Has there been a Development Assessment? ☐ Yes ☐ No File Number_____

Small Project? ☐ Yes ☐ No

Is this a S.M.A.R.T. Housing Project? ☐ Yes ☐ No If Yes, submit a copy of the Pre-Certification letter from Neighborhood Housing and Community Development

If residential, is there other Tax Credits or State/Federal funding? ☐ Yes ☐ No

In a Neighborhood Plan? ☐ Yes ☐ No If Yes, Name of Neighborhood Plan_____
In a Transit-Oriented Development (TOD) District or the NBG District? ☐ Yes ☐ No
If Yes, Name of TOD or NBG

Will all parking be located on-site? ☐ Yes ☐ No If no, an off-site parking application and fees are required.
Shared parking? ☐ Yes ☐ No

Principal Street Type:
- ○ Core Transit Corridor
- ○ Hill Country Roadway
- ○ Highway
- ○ Internal Circulation Route
- ○ Suburban Roadway
- ○ Urban Roadway

Is there a Vertical Mixed Use building proposed? ☐ Yes ☐ No Refer to Submittal Information and Requirements for important pre-submittal requirements.

Electric Utility Provider _____
Water Provider_____
Wastewater Provider_____
School District_____

Desired Development Zone?_____ OR Drinking Water Protection Zone?_____

Is your project subject to current watershed protection regulations (Comprehensive Watershed Ordinance)? YES / NO

Watershed _____Watershed Class_____

In Edwards Aquifer Recharge Zone? ☐ Yes ☐ No

In Barton Springs Zone? ☐ Yes ☐ No

Land Development Jurisdiction:
- ○ Full Purpose
- ○ Limited Purpose

County _____
Does the site have an outstanding Complaint Violation/Red Tag? ☐ Yes ☐ No

FILE NUMBER _____

Section 3: SITE AREA INFORMATION

Gross Site Area: Acres_____ or Sq.ft._____

Net Site Area: Acres_____ or Sq.ft._____

Building coverage: Sq.ft._____

Is Demolition proposed? _____ If yes, how many residential units will be demolished? _____

Number of Proposed Residential units (if applicable): _____ If Yes, How many?

_____1 Bedroom _____Affordable _____3 Bedroom _____Affordable

_____2 Bedroom _____Affordable _____4 or more Bedroom _____Affordable

EXISTING ZONING	EXISTING USE	TRACT #	ACRES/SQ FT	PROPOSED USE
			/_____	
			/_____	
			/_____	
			/_____	

Description of Proposed Development

_____

_____

Are there any underground storage tanks existing or proposed? YES/NO

Section 4: RELATED CASES

	FILE NUMBERS
Zoning Case? YES / NO	_____
Restrictive Covenant? YES / NO	_____
Subdivision? YES / NO	_____
Land Status Report? YES / NO	_____
Existing Site Plan? YES / NO	_____

Section 5: LAND USE SITE PLAN DATA - as applicable

Subject to Compatibility Standards? YES / NO
In Combining District / Overlay Zone? (NCC,CVC, WO, etc.):_____

Requires a Green Building Program Rating? YES / NO (if yes, attach Letter of Intent)

FILE NUMBER_____

Section 6: WAIVER / VARIANCE / ETC. - *as applicable*

_____1. Compatibility Standards Waiver Section(s) _____
_____2. Hill Country Section(s) _____
_____3. Waterfront Overlay District Section(s) _____
_____4. Environmental Section(s) _____
_____5. Shared Parking Analysis_____
_____6. Off-Site or Remote Parking_____
_____7. Detention Pond Waiver_____
_____8. Alternative Landscape Compliance_____

Section 7: OWNERSHIP INFORMATION

Type of Ownership: _____Sole _____Community Property _____Trust _____Partnership _____Corporation

If ownership is other than sole or community property, list the individuals, partners, principals, etc. below or attach a separate sheet.

Section 8: OWNER INFORMATION

Signature_____Name_____
Firm Name_____Phone# _____
Street Address_____
City_____State_____Zip Code_____Contact_____

Section 9: APPLICANT - *if applicable*

Signature_____Name_____
Firm Name_____Phone# _____
Street Address_____
City_____State_____Zip Code_____Contact_____

Section 10: ENGINEER /LANDSCAPE ARCHITECT / OTHER - *Circle 1 or More*

Firm Name_____ Phone #_____
Street Address_____
City _____State_____Zip Code_____ Contact_____

Section 11: ENGINEER/ LANDSCAPE ARCHITECT/ OTHER - *Circle 1 or More*

Firm Name_____ Phone #_____
Street Address_____
City _____State_____Zip Code_____ Contact_____

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.

SUBMITTAL VERIFICATION

My signature attests to the fact that the attached application package is complete and accurate to the best of my knowledge. I understand that proper City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me/my firm/etc., may delay the proper review of this application.

PLEASE TYPE OR PRINT NAME BELOW SIGNATURE AND INDICATE FIRM REPRESENTED, IF APPLICABLE.

Signature Date

Name (Typed or Printed)

Firm

INSPECTION AUTHORIZATION

As owner or authorized agent, my signature authorizes staff to visit and inspect the property for which this application is being submitted.

PLEASE TYPE OR PRINT NAME BELOW SIGNATURE AND INDICATE FIRM REPRESENTED, IF APPLICABLE.

Signature Date

Name (Typed or Printed)

Firm

ACKNOWLEDGMENT FORM

I, _____ have checked for any information that may affect the review of this
(Printed name of applicant)

project, including but not limited to: subdivision plat notes, deed notes, deed restrictions, restrictive covenants, zoning conditional overlays, and/or Subchapter E design standards prohibiting certain uses and/or requiring certain development restrictions (height, access, screening etc. on this property), located at

_____
(Address or Legal Description)

_____

If a conflict should result with the request I am submitting to the City of Austin due to any of the aforementioned information, it will be my responsibility to resolve it. I also acknowledge that I understand the implications of use and/or development restrictions that are a result of the aforementioned information.

I understand that if requested I must provide copies of any and all of the aforementioned information that may apply to this property.

_____ _____
(Applicant's Signature) Date

EXHIBIT I

SITE PLAN REQUIREMENTS

A. **COVER SHEET** Show the following:

— Date of submittal
— Project title and street address
— Type of Principal Street
— Property owner, address, telephone number
— Designer(s) company name, address, telephone number (include same for Planner, Architect, Landscape Architect, and Engineer)
— Name of watershed and classification
— State if subject to or exempt from the watershed Protection Regulations
— Indicate by note if any part of the project is within a 100-year floodplain
— Legal description of property by lot, block and subdivision name, or by metes and bounds, if recorded, indicate the book and page number
— Site location map that clearly indicates the precise location of the tract (4" x 4" minimum size)
— Related Case No.(s)_____ (Zoning/Subdivision, etc.)
— Revision/Correction Table as shown in Exhibit V (See attached).

Number each sheet submitted and indicate the total number of sheets on each sheet (e.g. 2 of 4). Number the cover sheet as #1. Sheet numbers must be consecutive whole numbers with no letter or decimal suffixes such as A, B, C or .1, .2, .3.

Provide an index of site plan sheets on the cover sheet.

NOTES

— Standard Notes as required (see Exhibit IV)

APPROVAL BLOCKS

— Approval Block for TxDOT, if part of the project is within Texas Department of Transportation R.O.W.

Approved by:

_____

For Texas Department of Transportation (date)

— Approval Block

Approved by:

_____

For Director, Planning and Development Review Department (date)

___ Approval Block for Barton Springs Zone Operating Permit, if commercial or multi-family and within Barton Springs Zone (per ECM 1.2.3.1).

Approved by:

_____

For Director, Planning and Development Review Department

— Block for Permit Number and Date

_____

Site Plan/Development Permit Number (date)

B. BASE INFORMATION

The following information shall be included on each 24"x 36" sheet:

- — Project title
- — North arrow
- — Engineering scale shall be 1"=10', I"=20', 1"=30', or 1"=40'; if the project is too large, provide a sheet showing an overall plan, with separate pages showing detail at 1"=20'
- — Designer(s) company name, address, and telephone number
- * Seal and signature of the engineer preparing plans, and the date the plans were signed by the engineer
- — Leave a blank space (approval space) in the lower right hand corner at least 5" x 3" on each sheet
- — Boundary lines with bearings and dimensions
- — City limit line, when located in or near the site
- — Street address verified by the Address Section of Infrastructure Support Services (ISS)
- — Show the natural topography of the site and land located within 100 feet of the site, at two-foot elevation intervals. If the site is less than 2% slope, then spot elevations are required every 100'.
- — Existing and proposed streets, alleys and private drives adjacent to and within property including median cuts; existing, dedicated right-of-way should be indicated next to street name; proposed right-of-way and all pavement widths
- — All existing and future dedicated easements
- — Location of all existing and proposed electric utility facilities on the site and adjacent right-of-ways
- — Exact locations and types of all utility lines, underground and overhead, existing and proposed
- — Location of all proposed and existing structures to remain; indicate any demolition's by dashed footprint

* Not required for small projects

Each Site Plan shall contain the following information:

- — Boundary of all zoning districts on or near the site; all existing adjoining land uses
- — Location of all buildings within 50 feet of site
- — Finished floor elevations
- — Show limits of construction, including access drives
- — In tabular form, indicate the following information concerning the site within the City limits:

  a) total area of site
  b) total floor area ratio for each zoning district within the City limits
  c) total impervious cover (in sq. ft. and %) for each zoning district within the City limits
  d) percentage of site covered by impervious cover (in sq. ft. and %)
  e) total building coverage (in sq. ft. and %) for each zoning district within the site

- — Show dimensions to the nearest one-half foot of all existing and proposed buildings
- — Show location of parking lots and vehicle use areas, landscape islands, peninsulas, and medians; amenities, walls, fences, sidewalks, and all other land improvements
- — Label all roadways, drives, overpasses, bridges, culverts, and decorative/pervious pavers and identify as designed to support the loads imposed by heavy fire department apparatus
- — The locations, types and limits of existing site improvements to be retained (structures, parking lots, planted areas, etc.)
- — The location of 25-year and 100-year flood plains, storm sewers, and easements and centerline of existing watercourses, drainage features; note on the cover sheet if a 100-year flood plain exists on site
- — If not on City sewer system, delineate drain field
- — Location of all existing and proposed fire hydrants, including all existing public fire hydrants located within 500 feet of the property boundaries
- — Existing or proposed garbage pickup location(s) if commercial dumpsters are proposed; indicate by a note if City garbage pickup is proposed
- — Location of all existing and proposed loading docks, truck parking, outdoor display and storage, trash collection, trash compaction, mechanical equipment, and other service functions, indicating required screening.

- — In tabular form indicate the following information for each building:
  a) proposed use and the square footage for each use within each structure on the site
  b) number of stories
  c) actual height (nearest one-half foot)

d) finished floor elevation(s)
e) foundation type
f) total square footage, for building and for each floor
g) type of restaurant (, limited, general), type of office (administrative and business, medical, professional), number of rooms for hotels or similar facilities, number of employees, and/or number of children for proposed school and day care services, if applicable
h) number of residential use types and sizes, if applicable
i) amenities, such as swimming pool, patios, etc.

— Location of principal building entrances
— Distances between buildings, building setbacks and front street, side street, interior and rear yards; tie buildings to site in two different directions; show all structural connections between buildings such as overhead walkways, landings, or roof attachments
— Widths of all unobstructed access roadways with appropriate finished grades, widths, lengths, turnarounds and turning radii (T-section, hammerhead, cul-de-sac)
— All frontage roads, intersections, entrance/exit ramps, and driveways abutting and adjacent to subject property within 300 feet of side property lines (or indicate that there are none).
— Texas Department of Transportation centerline stationing if driveway connection to a State highway is proposed.
— All driveway dimensions and design specifications; dimension driveway widths, driveway curb return radii, and profiles of finished grades; number on site plan when there are several proposed driveway approaches
— Proposed operation of driveways on site plan (i.e. one-way or two-way operation), identifying and labeling all physical barriers to vehicular access
— On undivided roadways, show existing driveways on opposite side of street within 120 feet of site driveways, or indicate in a note if there are none.
— Physical obstructions (utility poles, trees, storm sewer inlets, etc.) in right-of-way which could affect sidewalk/driveway locations.
— Dimensions of vertical clearance within fire lanes, including tree limbs, for all driveways and internal circulation areas on site, where overhead clearance is restricted
— All off-street and on street parking; number of required and provided parking spaces including location, number and type (standard, compact, handicapped) of actual parking spaces; dimension parking stall depth and width, stall angle, aisle width, and width on internal driveways; number each parking space; show structural supports, turning radii; circulation, and ramp grades in parking garages; identify number and location of compact spaces
— Note on plan indicating if a reduction in on-site parking requirements has been assumed and the number of spaces credited
— Handicapped parking spaces meeting State standards
— 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)
— Internal circulation system showing vehicular, bicycle, pedestrian paths and connections to off-site access
— Note on the plan indicating that each compact parking space must be identified by a sign stating "small car only" and signs posted on site directing motorists to such spaces
— Off-street loading spaces, if required
— Location and type of bicycle parking
— Queue spaces or queuing areas for drive-through uses
— Location and width of sidewalks on site plan, if required by the City of Austin Transportation Criteria Manual or Subchapter E: Design Standards and Mixed Use
— The location and design of all pedestrian sidewalk ramps related to the construction of this site
— Compliance with the Commercial and Multi-family Recycling Ordinances is mandatory for multi-family complexes with 100 or more units, businesses with an aggregate of at least 100 employees. See City Code12-3-141 for more details. For more information call 494-9400 or visit http://www.ci.austin.tx.us/sws/zerowaste_recycling.htm.

C. ADDITIONAL REQUIREMENTS (if applicable)

1. Compatibility Standards

The following information is required when a project is subject to the Compatibility Standards of Sections 25-2-1051, 25-2-1052, 25-2-1061 through 1068, 25-2-1081, and 25-2-1082:

— Land use map showing all land uses adjacent to or across the street from the subject tract

- Building elevations with architectural elements; architectural elements such as windows, roofs, doors, exterior materials, or other design elements which will demonstrate that the proposed building(s) will be sympathetic to structures on adjoining properties
- Setbacks, when adjacent to residential uses or zoning
- Intensive recreational uses such as swimming pools, playgrounds, tennis courts, etc.
- Cross-section(s), giving a horizontal view of all structures and the proposed height of each structure to scale

2. Hill Country Requirements

In addition to the information required by subsections I and II of this section, the following information is required when a project is located within a Hill Country Roadway Corridor:

- Construction lines, including all buildings, parking and vehicular use areas, and all areas of required cut and fill
- Methods of screening all air conditioning and heating units, penthouses, parapet walls, or water storage reservoirs for fire safety from public view, both vertically and horizontally
- Horizontal view cross-section of all structures and the height of each structure drawn to scale to illustrate the height calculations
- For projects requesting performance incentives for scenic vista protection, the plan shall:
  c) illustrate the location and nature of any existing or potential scenic vista from or in close proximity to public roadways or recreation areas
  d) show how such vistas would be impacted by the proposed development
- A slope map drawn at a maximum of 5 foot contour intervals indicating all improvements (structures, driveways and parking areas) on slopes of 1-15%, 15-25%, 25-35% and over 35%
- The total area (in sq. ft.) within each slope of 0-15% 15-25%, 25-35%, and over 35%
- Floor-area information based on intensity zone and slope gradients.

3. Connectivity Improvements

The following information is required when a project is subject to the Design Standards in Subchapter E:

- Plan showing the location and dimensions of selected connectivity improvements per 2.3.2.B.2
- Note on plan indicating specifics of design of the improvements

4. Site Amenities

When a project is subject to the Design Standards in Subchapter E, a plan showing the following information is required:

- A plan showing the location, details, and dimensions of sidewalks, tree planting areas, street trees, plazas, private, common open spaces, street furniture, and other pedestrian amenities,
- Note on plan indicating specifics of design of the improvements including:
  a) proposed dimensions (at installation and at maturity for plants)
  b) groundcovers for open spaces
  c) materials (for furniture and pavements, and other structural improvements)
- In an illustrative form show the types of pavements, trees, plantings, street furniture, or other elements to be included in the site amenities.
- A utility plan showing the location of all utilities including power lines, sewer and water to illustrate compliance with location requirements within circulation areas.
- If applicable, a statement of intent to provide a Fee in Lieu of the required common open space pedestrian amenity required by Subchapter E, Section 2.7..

5. Exterior Lighting Plans

Exterior lighting plans shall be submitted for all projects subject to the Subchapter E Design Standards. The plans shall include the following:

- Photometric plan showing the proposed location, number, type and intensity levels of the lighting throughout the site indicating foot-candle measurements. The plan shall indicate all site lighting excluding on-building fixtures. Off-site fixtures that will be installed or retained in the rights-of-way shall also be indicated on the plan.
- In tabular form on the plan the details of all proposed exterior lighting fixtures shall be provided indicating the following:
  a) Manufacturer
  b) Model and style of fixture

c) Lamp type (i.e. low pressure sodium, metal halide, etc.)
d) Minimum, maximum, and average intensity
e) Hours of uses

— A graphic representation of each fixture shall be provided, acceptable formats include catalogue cut sheets, illustrations or other similar representation.

6. **Waterfront Overlay District Requirements**
Show compliance with the requirements as defined in Sec. 25-2-731 through 745 of the LDC.

7. **Austin Energy Green Building Program Requirements**
Show compliance with the requirements as defined in LDC 25-2-591 through 594.

The following information is required when a project requires a Green Building Program Rating
— A Letter of Intent signed by both GBP staff and development point of contact

8. **Sexually-Oriented Commercial Establishments**
The following is required when a project is for any type of sexually-oriented commercial establishments and adult-oriented businesses regulated by Sec. 25-2-801:

A land use map of the adjacent land uses on each lot located within a 1,000 foot radius of the site.

9. **Off-Site Parking**
The following information is required when a project is requesting off-site parking:

— Location of all sidewalk pedestrian ramps between the off-site parking and the public entrances of the use, if handicapped spaces are located off-site
— Legal and practical walking distance between the nearest off-site parking space and the nearest public entrance of the use, measured in accordance with Sec. 25-6-501
— Note on the plan indicating that signage will be provided as required by Sec. 25-6-503: one sign at the off-site parking facility indicating the property or use which it serves, and one sign on the use site indicating location of the off-site parking
— Note on the plan indicating days and hours of operation for the proposed use and the uses from which spaces are being leased

10. **Reduction in Minimum Off-Street Parking Requirements**
The following information is required when a project is requesting a reduction in the minimum off-street parking requirements per Sec. 2.4.2 of Subchapter E: Design Standards and Mixed Use.
— Location of all on-street parking spaces located adjacent to the site including spaces on Internal Circulation Routes
— Note on the plan indicating the number of on-street parking spaces or spaces on Internal Circulation Routes to be considered as credit for the reduction
— The location, dimensions and area of significant stands of trees preserved over and above those required by the code to be considered for parking credit
— The number of car-sharing vehicles to be associated with the project to be considered for parking credit
— The number and location of shower facilities with 3 or more lockers provided in nonresidential buildings to be considered for parking credits

11. **Request for On-Street Parking**
– With a request to allow on-street parking, an engineering study must be provided which addresses the criteria listed on Exhibit VII (Traffic Study Requirements). Contact the Austin Transportation Department, Transportation Engineering Division at 974-7228 for further information.

D. DRAINAGE PLAN

In addition to the Base Information, sufficient information to reflect the existing conditions just prior to the proposed development are to be shown, but not limited to the following:

* legible engineer's seal, signature, and date
— drainage area map including contributing drainage areas to storm sewer and/or inlet tie-ons
— drainage area maps for the offsite contributing areas passing through site existing impervious cover, including buildings surrounding information: structures, drainage release points, etc.
— direction, location, and quantity of peak 25- and 100-year flood flows from off-site in existing conditions
— indicate 25- and 100-year flows from off-site in existing condition
— delineation of the fully developed 25- and 100-year floodplains, as calculated in the Austin Drainage Criteria Manual or, if applicable, a note stating that no 100-year floodplain exists on the site existing storm sewer systems on site or adjacent streets
— delineation of the centerline of waterways, and the average water surface elevation of lakes, ponds, and springs contours at two-foot intervals

Sufficient information to reflect the DEVELOPED conditions of the proposal is to be shown, but not limited to, the following:

— developed drainage areas and proposed grading with two-foot contours
— curbs, retaining walls, and other structures indicate elevations at critical points on driveways, curbs, etc.)
— overflow points and control elevations
— construction details for control devices, curbs, walls, channel, swales, etc.
— direction of flow from building roofs and outlet locations and
— direction of flow from gutters; pass through flow rates, if any
— shade in limits of ponding at overflow elevation and give cubic feet of storage at the maximum storage elevation overflow points and control elevations for overflow structures
— action and direction of unrestricted flow from site, if any, with calculations
* storm drainage profiles and plans (swales, channels, pipes, culverts,....) including % grade, HGL 25, HGL 100 , Q 25, Q 100, V25' V 100, depth of flow 25 and 100, and Manning's Roughness coefficients (n-values)
* hydrographs or hydrologic tabulation for proposed 25-year peak-flow rate (also, two-year for Shoal Creek)
* hydrologic summary of existing and proposed conditions in tabular form:

  - area of each drainage area
  - time of concentration
  - distance of flow where the time of concentration is measured
  - slope of site where the time of concentration is measured
  - C 25 and C 100 values
  - required storage volumes for up to the 100-year storm

— calculations and formulas for discharge or control structures (for 2-, 5-, 10-, 25-, 50- and 100-year storms), pipes, inlets, etc. Discharge pipes should not be less than six inches. In the event that less than six inches must be used, every effort should be made to mitigate the "clogging" potential. Discharge across the right-of-way to the street gutter, or bar ditch, is allowable, provided a storm sewer tie-on is not available within 300 feet. Direction of flow must be at an angle less than 45 degrees with the curb line. Discharge across a sidewalk area will not be allowed. A channel section can be used under the sidewalk area, provided it is covered and the outlet device utilizes sheet flow methods
— location and limits of filtration/sedimentation pond, details and design information and calculations

* Not required for small projects.

These notes must appear on the Drainage Sheet:

— Upon completion of the proposed site improvements, and prior to the release of the Certificate of Occupancy by the Planning and Development Review Department, the Design Engineer shall certify in writing that the proposed detention and filtration facilities were constructed in conformance with the approved plans
— Contractor shall call One Call Center (1-800-344-8377) for utility locations prior to any work in City easements or street R.O.W.

E. CONSTRUCTION DETAILS

The following items or notes should be shown:

— Include in the construction detail sheets any required structural walls, inlets, sedimentation/filtration and detention inlet and outlet controls, etc.
— Show adequate dimensions, layout details, and general notes adjacent to all details.
Include traffic control plan when working in street (contact the Transportation Department at 974-7012 for further information).
— If driveways are proposed, a City of Austin standard driveway detail shall be shown to be constructed.

F. ENVIRONMENTAL SITE PLAN SUBMITTAL INFORMATION

This document establishes submittal requirements for all environmental ordinances. Certain requirements may be waived by the Director of the Watershed Protection Department if they are determined by the Director to not be applicable.

A professional engineer's seal, signature, and statement certifying that the plan is complete, correct, and in compliance with the LDC are required for all projects, except those designated by WPDR as small projects.

* Water Supply refers to Water Supply Rural and Water Supply Suburban watershed classifications (excluding the Barton Creek Watershed and Barton Springs Contributing Zone). If the property is located over the South Edwards Aquifer Recharge Zone, or is within the Contributing Area to the South Edwards Aquifer Recharge Zone, refer to requirements for the Barton Springs Zone.

	Urban	Suburban	Water Supply*	Barton Springs Zone
1. Project Report: For sites over 25 acres, submit a project report which contains the following information (may be included in the Engineer's Report):				
An introduction providing project acreage, watershed and classification, description of proposed development, and description of project phasing, if phasing is proposed.	X	X	X	X
An explanation of and documentation for any special exception or waiver claimed pursuant to LDC 25-8-25, 25-8-212.	X	X	X	X
Drainage area map showing: • the location of all waterways within the tract or that impact the tract which have a drainage area of 64 acres or more, • the location of the 100 year floodplain, and • the area and acreage of upstream drainage. (LDC 25-8-92, 25-8-261, 25-8-262)	X	X	X	X
Discussion of the following issues, if applicable to the project: • Proposed and existing drainage patterns; • Proposed method of treating both quantity and quality of stormwater run-off (LDC 25-8-211, 25-8-213, 25-8-215; 25-7-61, 25-7-65)	X	X	X	X
Proposed extent of floodplain modification, if applicable (LCD 25-8-92, 25-8-261, 25-8-262; ECM 1.7.0)	X	X	X	X
Critical Environmental Features within the project and known features within 150 feet of the project (LDC 25-8-281, 25-8-282)	X	X	X	X
Discussion of all proposed variances. provide letter of variance request addressing proposed Findings of Fact as shown in Appendix U of the Environmental Criteria Manual (ECM). (LDC 25-8-41 through 43)	X	X	X	X
Requests for consideration of alternatives to the requirements of ECM, including any written requests for consideration of an alternative innovative water quality control which differs from the standards of the ECM, and information to demonstrate that the proposed control provides an equivalent level of water quality as the standard controls in the ECM. (LDC 25-8-151).	X	X	X	X
Description and location of any known Underground Storage Tanks within the project boundary. (CCA 6-2-33)	X	X	X	X

	Urban	Suburban	Water Supply*	Barton Springs Zone
Irrevocable letter of credit for erosion and sedimentation controls based on standard City of Austin costs found in ECM Appendix S-1.(ECM 1.2.1)	X	X	X	X
Explanation of spoil disposal locations or driveway alignments,. (LDC 25-8-341, 25-8-342, 25-8-343, and 25-8-481)		X	X	X
Proposed cut and fill greater than four feet. (LDC 25-8-341, 25-8-342)		X	X	X
Proposed impervious cover and net site area information in the format as found in ECM Appendix Q-1 and Q-2 (LDC 25-8-394, 25-8-424, 25-8-454, 25-8-481)		X	X	X
Transfer of Development Information using the format in Appendix Q-3 of the ECM. (LDC 25-8-395, 25-8-425, 25-8-455, 25-8-484)		X	X	X
For projects receiving approval subject to Ordinance No. 920903-D (the SOS Ordinance), LDC 25-8-514 requires water quality controls and/or other onsite pollution prevention and assimilation techniques so that no increase occurs in the respective average annual pollutant load of suspended solids, total phosphorous, total nitrogen, chemical oxygen demand, biochemical oxygen demand, total lead, cadmium, fecal coliform, fecal streptococci, volatile organic compounds, total organic carbon, pesticides, and herbicides from the site (See ECM 1.6.9.). To demonstrate compliance with these requirements, the applicant must submit the following additional information in the Engineering Report: • The methodology and water quality control strategy proposed to achieve the target pollutant load reductions (see ECM 1.6.9); • Calculations illustrating the target pollutant loads expected for the proposed development with an accompanying explanation of how these figures were derived; (LDC 25-8-511 through 523, ECM 1.6.9) • Calculations illustrating expected pollutant load reductions for the controls proposed with an accompanying explanation of how these figures were derived (LDC 25-8-511 through 523, ECM 1.6.9); and • Special conditions approved by the City for installation or maintenance of proposed water quality controls used to achieve the target pollutant load reductions.(LDC 25-8-511 through 523, ECM 1.6.9)				X
For projects receiving approval subject to Ordinance No. 941205-A (the amended Composite Ordinance), LDC Section 25-8-213 require water quality controls and/or other onsite pollution prevention and assimilation techniques so that the post-development stormwater concentrations of total suspended solids, total phosphorus and total nitrogen and total organic carbon in stormwater leaving the development site water quality controls must be no greater than the background stormwater concentrations specified in LDC 25-8-213. In addition, LDC 25-8-511 through 523 requires that multi family and commercial controls be monitored to verify that discharges do not exceed the concentrations. This section established reductions required, and sets maximum discharge concentrations. To demonstrate compliance with these requirements, the applicant must submit the following additional information in the Engineering Report: • The methodology and water quality control strategy proposed to achieve the target pollutant concentration reductions (see ECM 1.6.8);				X

	Urban	Suburban	Water Supply*	Barton Springs Zone
• Calculations illustrating the target pollutant concentrations expected for the proposed development with an accompanying explanation of how these figures were derived; (ECM 1.6.8); • Calculations illustrating expected pollutant concentration reductions for the controls proposed with an accompanying explanation of how these figures were derived (ECM 1.6.8); and, • Special conditions approved by the City for installation or maintenance of proposed water quality controls used to achieve the target pollutant concentration reductions. (ECM 1.6.8); and • For commercial sites, pollution reduction measures required by LDC 25-8-213, including use of xeriscape with a fertilizer reduction element and spill control/maintenance plan for hydrocarbons. (ECM 1.6.8)				
2. Cover Sheet Provide a cover sheet which contains the following information:				
Name of project	X	X	X	X
Watershed name and classification	X	X	X	X
Application submittal date	X	X	X	X
Subject water quality ordinance	X	X	X	X
Statement whether site is located over Edwards Aquifer Recharge Zone	X	X	X	X
Statement whether an operating permit for water quality controls is required, and the level of operating permit				X
3. Erosion/Sedimentation Control and Tree Protection Plan This plan must be on a separate page labeled "Erosion/Sedimentation Control and Tree Protection Plan". This plan must be a topographic map with two-foot contour intervals, at a scale of 1"=50 feet or less, and sealed by a Professional Engineer (LDC 25-8-152). For large projects, Development Assistance Center may waive the requirement for a 1"=100' scale, and may allow a smaller scale to be submitted. Symbols used to show controls must be clear and distinctive. The plan must contain the following information:				
Location and type of all proposed temporary erosion controls on a plan view with existing topographic information (LDC 25-8-181 through 184, ECM 1.4.0)	X	X	X	X
Contributing drainage area information for all erosion controls (ECM 1.4.0)	X	X	X	X
Location and type of all permanent erosion and sedimentation controls, existing and proposed permanent water quality and detention controls and flood controls. (LDC 25-8-181 through 184, ECM 1.4.0)	X	X	X	X
Existing and proposed grade(s)	X	X	X	X
Finished floor elevation(s)	X	X	X	X
All proposed development including all utilities proposed to be part of development permit. (LDC 25-8-181 through 184, ECM 1.4.0)	X	X	X	X
Contractor staging area(s) and vehicular use area(s) (ECM 1.4.0)	X	X	X	X
Temporary and permanent spoils storage areas specifying size, time of use, and ultimate restoration schedules. (LDC 25-8-343, ECM 1.4.0)	X	X	X	X
All waterways within the tract or which impact the tract and the location of the 2, 25 and 100 year floodplains and the area of upstream drainage. (LDC 25-8-92, 25-8-261, 25-8-262)	X	X	X	X
Location of Critical Water Quality Zone (CWQZ) (LDC 25-8-92, 25-8-261, 25-8-262)	X	X	X	X
The delineation of Water Quality Transition Zone, Upland Zone, as applicable. (LDC 25-8-93, 25-8-393, 25-8-423, 25-8-453, 25-		X	X	X

	Urban	Suburban	Water Supply*	Barton Springs Zone
8-483)				
All proposed floodplain improvements. (LDC 25-8-92, 25-8-261, 25-8-262, ECM 1.7.0)	X	X	X	X
Location of all known Underground Storage Tanks.	X	X	X	X
Location of all Critical Environmental Features and their required setbacks (LDC 25-8-281, 25-8-282).	X	X	X	X
Detailed sequence of construction containing: • which phases of construction will be done at which time • specific erosion/sedimentation controls and tree protection measures for each phase of the development • the pre-construction meeting • phasing for projects over 25 acres. (May be located on general notes sheet.) (LDC 25-8-181 through 184, ECM 1.4.0)	X	X	X	X
Detailed sequence of construction containing: • the information found in Appendix P-4 in the Environmental Criteria Manual (May be located on general notes sheet.) (LDC 25-8-181 through 184, ECM 1.4.0)				X
Areas of cut and/or fill greater than four feet. (LDC 25-8-341, 25-8-342)		X	X	X
Downstream buffer zones as required by LDC 25-8-454			X	X
Location of all wastewater irrigation areas, such as wastewater treatment plants and subsurface irrigation fields, if applicable (LDC 25-8-361)		X	X	X
Limit of construction line encompassing all areas to be disturbed, enclosing all areas of natural vegetation on the site which are to be left undisturbed. (ECM 1.4.0)	X	X	X	X
Specific locations where special slope stabilization techniques are to be utilized and the extent of slope stabilization to take place and the technique used. (May be located on general notes sheet.) (ECM 1.4.0)	X	X	X	X
• Restoration plans for all disturbed areas on the site in accordance with requirements of ECM 1.4.1(D).	X	X	X	X
City of Austin Standard Erosion Control Notes as found in Appendix P-1 in the Environmental Criteria Manual. (May be located on general notes sheet.) (ECM 1.4.0)	X	X	X	X
• Additional Erosion Control Notes for Barton Springs Contributing Zone found in ECM Appendix P-3.(May be located on general notes sheet). (LDC 25-8-181 through 184)				X
A survey of all trees eight (8) inches in diameter and larger. Trees are to be represented by circles using the formula of one foot of radius for every one inch of trunk diameter. Unbroken circles indicate trees which are to remain. Dashed circles indicate trees proposed for removal. (LDC Chapter 25-8, Subchapter B, Article I, ECM 3.1.0 through 3.6.1).	X	X	X	X
For projects located within designated Hill Country Roadway Corridor Areas, a survey for trees six (6) inches in diameter and greater for individual trees and down to two (2) inches in diameter for tree (LDC 25-2-981, 25-2-1021 through 1026, ECM 3.3.4.)			X	X
Additional areas to be considered for credit in the reduction of parking requirements should be highlighted using cross hatching or similar graphic method.	X	X	X	X
Location of tree protection fencing (ECM 3.4.5)	X	X	X	X
City of Austin Standard Notes for Trees and Natural Area	X	X	X	X

	Urban	Suburban	Water Supply*	Barton Springs Zone
Protection as found in ECM Appendix P-2. (May be located on general notes sheet.) (ECM 3.4.5)				
A Storm Water Pollution Prevention Plan (SWPPP) is required as described in ECM 1.4.2B,, for sites with limits of construction greater than one acre. All SWPPP's and erosion and sedimentation control plans are required to be sealed by a Certified Professional in Erosion and Sedimentation Control (CPESC) or a Licensed Professional Engineer (TX).	X	x	x	x
4. Water Quality/Drainage Plan				
In Urban Watersheds, payment of a fee to the City of Austin in lieu of construction of a water quality pond is allowed. This fee is collected by the City of Austin and used to construct offsite water quality ponds. The form to calculate the fee is located in Appendix T in the Environmental Criteria Manual. If payment of the fee is proposed, submit the form to the environmental reviewer with the information required to determine the fee. (LDC 25-8-214)	X			
A. Water Quality Plan and Drainage Area Map: If construction of an onsite water quality control is proposed, a water quality plan containing information on water quality controls and 2-year detention shall be submitted. The plan shall consist of an overall plan view of the proposed project and shall contain, at a minimum, the information listed below. Additional information may be necessary to demonstrate compliance with code requirements. (LDC 25-8-211, 25-8-213, 25-8-215; 25-7-61, 25-7-65)	X	X	X	X
The plan must be a topographic map with two-foot contour intervals, at a scale of 1"=100 feet or less, and shall be sealed by a Professional Engineer.	X	X	X	X
Drainage area to each water quality control and size of drainage acres (ECM 1.6.0)	X	X	X	X
All proposed development on the site	X	X	X	X
The proposed site grading including: arrows indicating the direction of flow, arrows indicating the direction of roof run-off, stormwater lines and inlets, method used to divert stormwater around site	X	X	X	X
The location of existing and proposed water quality and detention basins	X	X	X	X
Location of discharge from water quality and detention basins (ECM 1.4, 1.6.5)	X	X	X	X
Location of maintenance access for drainage structures (ECM 1.6.5 D.5)	X	X	X	X
Drainage and water quality easements (ECM 1.6.5)	X	X	X	X
Location of all CWQZ, and/or WQTZ, and the 100 year floodplain adjacent to the water quality control, and flood surface elevation of the waterways. (LDC 25-8-92, 25-8-261, 25-8-262)	X	X	X	X
Water Quality calculations table as found in ECM Appendix R-2, R-3, or R-4.	X	X	X	X
Demonstrate that 2 year detention is not required, or provide calculations for two year detention pursuant to LDC 25-7-61, as amended, including: (ECM 1.6.8.2) • pre-development stormwater run-off flow rates • developed stormwater run-off flow rates • discharge flow rates of detention pond(s) • volume required in detention basin • maximum water surface elevation for the 2-year storm • detail on outflow device used for detention pond	X	X	X	X

	Urban	Suburban	Water Supply*	Barton Springs Zone
• detention pond detail with dimensions and elevations as needed for construction • other information as necessary to demonstrate compliance with the applicable ordinance				
B. Water Quality Control Plan(s): This sheet or sheets should consist of a plan view and details of each proposed control. The information contained on this sheet should include:	X	X	X	X
Plan view of water quality control at scale of 1"=20' (scale may be altered upon request), with dimensions, elevations including the splitter, riser, and gabion if applicable. Show proposed and existing grade within this area. (ECM 1.6.5)	X	X	X	X
Clearly show the following information in plan view or cross section: (ECM 1.6.5): • slopes provided in sedimentation pond, • water quality elevation, • top of sand elevation, • top of berm, • bottom of pond elevations.	X	X	X	X
Water surface elevation in receiving drainage system or waterway (ECM 1.6.5)	X	X	X	X
Location for liner, if applicable. (ECM 1.6.5)	X	X	X	X
Underdrain spacing and cleanouts (ECM 1.6.5)	X	X	X	X
Landscape screening, maintenance access, maintenance staging area, (LDC 25-2-1006, ECM 1.6.5)	X	X	X	X
Splitter box detail with dimensions (ECM 1.6.5)	X	X	X	X
Riser detail with orifice size, trash rack, gravel and filter fabric shown and specified (ECM 1.6.5)	X	X	X	X
Gabion detail with top elevation specified, and gabion specifications, if applicable (ECM 1.6.5)	X	X	X	X
Sand detail and specifications (ECM 1.6.5)	X	X	X	X
Liner specifications, if applicable (ECM 1.6.5)	X	X	X	X
Geotextile membrane specifications (ECM 1.6.5)	X	X	X	X
Fence specifications, if applicable (ECM 1.6.5)	X	X	X	X
Bollard and chain detail, if applicable (ECM 1.6.5)	X	X	X	X
The location of proposed water quality controls, as described in the Project Report, which are necessary to meet the pollutant reduction requirements, indicating whether or not the design is a structural control				X
Details of proposed water quality controls referenced specifically to the water quality methodology contained in the Water Quality Report (These details may be provided on a separate plan sheet, if necessary, with appropriate references and cross-sections provided on the Water Quality Control Plan) (ECM 1.6.8,9)				X
Impervious cover calculations based on net site area, and within the drainage area to the control(ECM 1.6.8,9)				X
Specific notes that address the following requirements: • Pollution prevention measures proposed to satisfy requirements of LDC 25-8-213 or 25-8-514 and the appropriate enforcement mechanisms used (covenants, restrictions, etc.); and, • Special conditions required as a result of a "limited adjustment" approved by the City Council, if applicable. (May be located on general notes sheet.) (ECM 1.6.8,9)				X
5. Landscape Plan (only for projects within the City's zoning jurisdiction or in any areas where Section 25-8-601 is in effect by contractual agreement).				
Location, diameter, type and crown size of all existing trees 8" in	X	X	X	X

	Urban	Suburban	Water Supply*	Barton Springs Zone
diameter or larger on the site or any critical root zones that extend on to the site. (LDC 25-2-1003 through 1007; ECM 2.4., 3.3)				
Solid circle depicting critical root zones for trees to be preserved; dashed circle depicting critical root zone of trees to be removed (include 2" and 6" trees if used as credit). (LDC 25-2-1003 through 1007; ECM 2.4, 3.3)	X	X	X	X
Landscape islands, peninsulas, or medians (LDC 25-2-1003 through 1007, ECM 2.4.2)	X	X	X	X
Graphic delineation of the street yard. (LDC 25-2-1003 through 1007, ECM 2.4.1)	X	X	X	X
Method of buffering (LDC 25-2-1003 through 1007, ECM 2.4.3)	X	X	X	X
Compatibility screening if to be accomplished with vegetation (LDC 25-2-1064, 25-2-1066)	X	X	X	X
Method and location of protective barriers (i.e. curbs, bollards, wheel stops, etc.) (LDC 25-2-983, 25-2-1008, ECM 2.4.5.)	X	X	X	X
Irrigation notes as per Appendix O of ECM. (LDC 25-2-983, 25-2-1008)	X	X	X	X
Specific location, species, size (height and caliper) and quantities of new trees. (ECM 2.4.)	X	X	X	X
Specific location, species, container size and spacing of new shrubs, ground covers, and grasses. (ECM 2.4)	X	X	X	X
Planting details for and/or specifications for installation of new plant materials (LDC 25-2-1003 through 1007).	X	X	X	X
Landscape calculations as per ECM Appendix C.	X	X	X	X
Specific location, species, and size and caliper inches required of replacement trees (if required). Graphically distinguish from other required trees. (ECM 3.5.4)	X	X	X	X
The seal and certification of a professional landscape architect or architect, (required for projects 1 acre or more) or an engineer or full time building designer (only for projects less than 1 acre) that the plan meets the requirements of Chapter 25-2, Subchapter C, Article 9 of the LDC.	X	X	X	X
Alternative compliance letter if applicable (Appendix E of ECM) (LDC 25-2-1001, ECM 2.4.5)	X	X	X	X
For projects subject to Waterfront Overlay District requirements. show the following on the plan: • Ten foot wide medians between parking bays with appropriate vegetation as required in ECM 2.8.2. • Method of screening as required in ECM 2.8.3.	X	X	X	X
• For projects subject to Hill Country Roadway and Southwest Parkway Corridor requirements, provide the following information on the plan: • Graphic delineation and methods used to insure that the highway vegetative buffer and 40% of site will remain as undisturbed natural area. (LDC 25-2-981, 25-2-1021 through 1026, ECM 2.7.2) • Ten foot wide medians between parking bays containing native vegetative massing. (LDC 25-2-981, 25-2-1021 through 1026, ECM 2.7.2) • Methods to provide revegetation of disturbed natural areas, if necessary. (ECM 2.7.2) • Methods used to provide screening of parking areas, water quality basins and visible areas of cut. (LDC 25-2-1006, 25-2-1027, ECM 2.7.2, 2.9.2) • Calculations as per Appendix B of the Environmental Criteria Manual.			X	X

	Urban	Suburban	Water Supply*	Barton Springs Zone
6. Slope and Topographic Map Submit a slope and topographic map drawn at the same scale as the erosion control and tree protection plan for all sites. The plan shall depict slopes of 0-15%, 15-25%, 25-35%, and over 35%. Slopes shall be calculated based on two foot contour intervals. Include the following information on the slope map (if there are no slopes greater than 15%, all required information below may be shown on the Erosion/Sedimentation Control Plan):				
• All development or improvements to the site, including adequate building sites exclusive of any required setbacks and easements, assuming an impervious cover limits in Chapter 25-8 of the LDC.		X	X	X
• Net Site Area information, using the format in Appendix Q-1 of the Environmental Criteria Manual. Impervious cover shall include both existing and proposed, given in acreage and as a percent of the Net Site Area. (LDC 25-8-394, 25-8-454, 25-8-481)		X	X	X
• Calculations of land area in acres for each slope class and each water quality zone within the development. The location, type, acreage, and percentage of impervious cover, including both existing and proposed for each slope category and the totals, using the format in Appendix Q-2 in the Environmental Criteria Manual. (LDC 25-8-301 through 303)		X	X	X
• The location of proposed temporary and permanent spoil disposal sites. (LDC 25-8-343)		X	X	X
• Transfer of Development Rights information, as calculated in Appendix Q-3 in the Environmental Criteria Manual. (LDC 25-8-395, 25-8-455, 25-8-484)		X	X	X
• Location of all septic drainfields and wastewater irrigation areas (LDC 25-8-361)		X	X	X
• Downstream buffer areas (LDC 25-8-454, 25-8-481)			X	X
7. Environmental Assessment Report				
A. Vegetative Element: • A tree survey as specified in ECM 3.3, LDC 25-8-121 through 124 • A vegetative survey for all commercial and multifamily sites which shows approximate location of and identifies all significant vegetation on the site as described in ECM 1.3.2. (LDC 25-8-121 through 124) • A discussion explaining how the design of the plan preserves, to the greatest extent reasonable, any significant trees and vegetation on the site and provides maximum erosion control and overland flow benefits from the vegetation as described in ECM 1.3.2. (LDC 25-8-121 through 124)	X	X	X	X
B. Geologic Element • Description of all Critical Environmental Features, as defined by the LDC, with a reference to the topographic map which identifies their location and proposed means for protection of such areas. (LDC 25-8-281, 25-8-282, 25-8-121 through 124) • Complete Critical Environmental Feature Worksheet (Exhibit VI) in hard copy and electronic format (cd, diskette, or other media) showing all rimrock, wetlands, recharge features, seeps, and springs). • General description of topography, soils, and geology of the site as described in ECM 1.3.1. (LDC 25-8-121 through 124) • Discussion explaining how the proposed drainage patterns will protect the quality and quantity of recharge points described in ECM 1.3.1., as required by LDC 25-8-281, 25-8-282, and 25-8-121 through 124.	X	X	X	X

	Urban	Suburban	Water Supply*	Barton Springs Zone
C. Wastewater Element • Environmental justification for sewer line locations in Critical Water Quality Zones, if applicable, and a description of the construction techniques and standards for proposed wastewater lines as described in ECM 1.7.7. (LDC 25-8-121 through 124, 25-8-361.) • Present alternatives for tunneling, micro-boring, or optional alignments outside the Critical Water Quality Zone and compare environmental constraints of each alternative as indicated in ECM 1.3.3 (LDC 25-8-121 through 124, 25-8-361.) • A description of alternative wastewater disposal systems to be used over the Edwards Aquifer Recharge Zone, if applicable.(LDC 25-8-121 through 124, 25-8-361, ECM 1.11) • A description of any proposed on-site collection and treatment systems, treatment levels, and impacts on receiving watercourses, including the Edwards Aquifer, if applicable. (LDC 25-8-121 through 124, 25-8-361, ECM 1.11) • Information on proposed onsite wastewater treatment levels and status of Texas Commission on Environmental Quality Permit, if requirements are different from City requirements.(LDC 25-8-121 through 124, 25-8-361, ECM 1.11) • Information on the soils in accordance with ECM 1.11. (LDC 25-8-121 through 124, 25-8-361) • Calculations to demonstrate that the wastewater irrigation limitations of LDC 25-8-361 have been met, if applicable.	X	X	X	X
8. Pollutant Attenuation Plan If the project is for industrial development not enclosed in a building, then a Pollutant Attenuation Plan is required. (LDC 25-8-125 and ATCSR 30-5-125). Industrial uses (defined in LDC 25-2-5) included are: Basic Industry, Custom Manufacturing, General Warehousing and Distribution, Light Manufacturing, Recycling Center, Resource Extraction and Stockyards. Submit the following, as required by ECM 1.3.4:				
A. Pollutant Attenuation Plan Report Engineering Report: a. Describe the industrial activities occurring outdoors b. Include a drainage and water quality control plan or a copy of the appropriate Texas Pollutant Discharge Elimination System (TPDES) permit Stormwater Pollution Prevention Plan c. Include a reclamation plan d. Required exhibits are: Site Plan, Aerial Photograph and Reclamation Plan.	X	X	X	X
B. Resource Extraction Assessment for Unconsolidated Material — If the industrial activity is resource extraction of unconsolidated material, then a Resource Extraction Assessment for Unconsolidated Material must be submitted. Industries included: Crude Petroleum and Natural Gas; Oil and Gas Field Services; Active or Former Sand and Gravel Extraction Operations; Crushed and Broken Stone, Clay, Ceramic and Refractory Materials; Chemical and Fertilizer Mining; Nonmetallic Minerals, Except Fuels; and Miscellaneous Nonmetallic Minerals.	X	X	X	X
C. Rock Quarry or Mining Assessment	X	X	X	X

	Urban	Suburban	Water Supply*	Barton Springs Zone
If the industrial activity is for a rock quarry or a mine, a Rock Quarry or Mining Assessment must be submitted. Water quality controls are required for all development in the Barton Springs Zone (LDC 25-8-241) and excavation and mining are defined as development (LDC 25-1-21). Therefore, all quarries in the Barton Springs Zone must provide water quality controls for surface and extraction activities.				
9. Endangered Species Survey If the property is located within the areas identified by the City as potential habitat, and the project is not exempt from the endangered species survey ordinance pursuant to LDC 25-8-691, submit an endangered species survey with the site plan according to the guidelines established in ECM Section 6				
Provide a survey for each type of endangered species as specified in ECM 6.2.3 - 6.2.5. Minimum field time requirements for each group of species (birds, plants, karst features) are exclusive for that group. There are specific seasonal limitations for surveys for some species. An Endangered Species Report shall accompany the plan and shall include: — Dates of endangered species field surveys, if any, and estimated level of effort. (ECM 6.2.2) — Names and qualifications (e.g. resumes) of personnel performing field surveys for endangered species. (ECM 6.2.2) — A brief written description of results including the estimated likelihood of occurrence of endangered species on the tract, especially for birds, if performed outside of the nesting season (see ECM 6.2.3).			X	X
Provide a map of the site that includes the following: – Suitable habitat for any endangered birds. (ECM 6.2.3) – Occupied territories of endangered birds (see ECM 6.2.3, A.4). – Karst features which may harbor endangered cave invertebrates. (ECM 6.2.4) – Locations of any endangered plant populations. (ECM 6.2.5)			X	X

ENGINEER'S SUMMARY LETTER

No construction plans will be accepted unless accompanied by a summary letter signed and sealed by the same registered Texas professional engineer who sealed the construction plans. Summary letters for small projects do not require an engineer unless slopes or trenches exceed five feet (see LDC Sec. 25-5-3).

The summary letter should describe the proposed development and might include, but not limited to, the following:

— Acreage to be developed
— Watershed in which project is located
— Type of development
— Explanation of any proposed project phasing
— Methods to be used for handling stormwater runoff, i.e., drainage easements, channels, curb inlets, storm sewers, detention, sedimentation and filtration ponds, water quality control methods, etc.
— Effect the proposed development will have on existing and future drainage systems in the area and on the natural and traditional character of the land and waterways
— Justification for exemption from the watershed protection regulations
— Include variance request with a description of the variance and justification, and the applicable ordinance and section.

EXHIBIT II

OWNER'S DETENTION PONDING RELEASE LETTER

Following is an example of a release letter for detention ponding in parking areas exceeding the allowable eight-inch average, or 12-inch maximum depth. A note on the construction plans cannot replace the required release letter.

City of Austin
Planning and Development Review Department
P. O. Box 1088
Austin, Texas 78767-8835

Attn: Case Manager

Re: Acknowledgment of Ponding Depth
Project Name: _____
Address: _____
Site Plan/Development Permit No: _____

Gentlemen:

This letter shall serve as notification that the undersigned property owner is aware that a portion of the proposed parking lot serving this site is to be used as a detention pond area and the depth of water can reach _____ inches in a 100-year design storm.

Acknowledging this, the undersigned relieves the City of Austin and the design engineer of any liability which may occur as a result of this detention design.

_____
Signature of Owner

_____
Title

_____
Date

EXHIBIT III

STANDARD SITE PLAN NOTES *(if applicable)*

Ordinance Requirements

1. All improvements shall be made in accordance with the released site plan. Any additional improvements will require a site plan amendment and approval from the Planning and Development Review Department.

2. Approval of this site plan does not include Building Code approval; Fire Code approval; or building, demolition, or relocation permits approval. A City demolition or relocation permit can only be issued once the historic review process is completed.

3. All signs must comply with the requirements of the Land Development Code.

4. The owner is responsible for all costs of relocation of, or damage to, utilities.

5. Additional electric easements may be required at a later date.

6. A Development Permit must be issued prior to an application for building permit for non-consolidated or Commission approved site plans.

7. Water and wastewater service will be provided by the City of Austin [*or identify the service provider if other than the City of Austin*].

8. No certificate of occupancy may be issued for the proposed residential condominium project until the owner or owners of the property have complied with Chapter 81 and 82 of the Property Code of the State of Texas or any other statutes enacted by the State concerning condominiums.

9. For construction within the right-of-way, a ROW excavation permit is required.

Compatibility

1. Highly reflective materials will not be used. Materials may not exceed 20% reflectivity. This requirement shall not apply to solar panels or to copper or painted metal roofs.

2. The noise level of mechanical equipment will not exceed 70 d.b.a. at the property line adjacent to residential uses.

3. All exterior lighting shall be hooded or shielded from the view of adjacent residential uses.

4. All exterior lighting shall be hooded or shielded from the view of adjacent residential property.

5. Exterior lighting above the second floor is prohibited when adjacent to residential property.

6. All dumpsters and any permanently placed refuse receptacles will be located at a minimum of twenty (20) feet from a property used or zoned as SF-5 or more restrictive.

Fire Department

1. The Austin Fire Department requires asphalt or concrete pavement prior to construction as an "all-weather driving surface."

2. Hydrants must be installed with the center of the four-inch opening at least 18 inches above finished grade. The four-inch opening must face the driveway or street with three- to six-foot setbacks from the curbline(s). No obstruction is allowed within three feet of any hydrant and the four-inch opening must be totally unobstructed from the street.

3. TIMING OF INSTALLATION: When fire protection facilities are installed by the developer, such facilities shall include all surface access roads which shall be installed and made serviceable prior to and during the time of construction. Where alternative methods of protection, as approved by the Fire Chief, are provided, the above may be modified or waived.

4. All pervious/decorative paving shall be engineered and installed for 80,000 lb. live-vehicle loads. Any pervious/decorative paving within 100 feet of any building must be approved by the Fire Department.

5. Commercial dumpsters and containers with an individual capacity of 1.5 cubic yards or greater shall not be stored or placed within ten feet of openings, combustible walls, or combustible eave lines.

6. Fire lanes designated on site plan shall be registered with City of Austin Fire Marshal's office and inspected for final approval.

7. Vertical clearance required for fire apparatus is 14 feet for full with of access drive.

GENERAL CONSTRUCTION NOTES

1. All responsibility for the adequacy of these plans remains with the engineer who prepared them. In reviewing these plans, the City of Austin must rely on the adequacy of the work of the design engineer.

2. Contractor shall call the One Call Center (472-2822) for utility locations prior to any work in City easements or street R.O.W.

3. Contractor shall notify the Construction Inspection Division of the City's One Stop Shop (OSS) at 974-6360 or 974-7034 at least 24 hours prior to the installation of any drainage facility within a drainage easement or street R.O.W. The method of placement and compaction of backfill in the City's R.O.W. must be approved prior to the start of backfill operations.

4. For slopes or trenches greater than five feet in depth, a note must be added stating: "All construction operations shall be accomplished in accordance with applicable regulations of the U.S. Occupational Safety and Health Administration." (OSHA standards may be purchased from the Government Printing Office; information and related reference materials may be purchased from OSHA, 611 East 6th Street, Austin Texas.)

5. All site work must also comply with Environmental requirements.

6. Upon completion of the proposed site improvements and prior to the following, the engineer shall certify in writing that the proposed drainage, filtration and detention facilities were constructed in conformance with the approved plans.:

   ☐ release of the Certificate of Occupancy by the Planning and Development Review Department (inside the City limits); or
   ☐ installation of an electric or water meter (in the five-mile ETJ),

Developer Information

Owner: _____ Address: _____
Phone #: _____

Owner's representative responsible for plan alterations:
_____ Phone#: _____

Person or firm responsible for erosion/sedimentation control maintenance:

_____ Phone#: _____

Person or firm responsible for tree/natural area protection maintenance:

_____ Phone#: _____

AMERICANS WITH DISABILITIES ACT

The City of Austin has reviewed this plan for compliance with City development regulations only. The applicant, property owner, and occupant of the premises are responsible for determining whether the plan complies with all other laws, regulations, and restrictions which may be applicable to the property and its use.

EXHIBIT IV

REVISIONS / CORRECTIONS

Number	Description	Revise (R) Add (A) Void (V) Sheet No.'s	Total # Sheets in Plan Set	Net Change Imp. Cover (sq.ft.)	Total Site Imp. Cover (sq. ft.)/%	City of Austi Approval-Da

Exhibit V
Traffic Study Requirements
Request for On-Street Parking

With the application to allow on-street parking on Core Transit Corridors, an engineering study shall be submitted prepared by a Professional Engineer with a proficiency in Traffic Engineering. The minimal requirements for the study are:

1. Location
2. Right-of-way width
3. Street width
4. Street lane configuration
5. Proposed sidewalk features
6. Land uses in area
7. Driveways in area
8. Other parking allowed on-street in the area
9. Bicycle routes in the area
10. Traffic volumes (hourly for 24 hours, by direction)
11. Posted speed
12. Operating Speed (85^{th} percentile speed by direction)
13. Location of nearby Capital Metro bus stops
14. Distance downstream to signal or stop sign
15. Distance upstream to signal or stop sign
16. Sight distance to and from parking location
17. Show how ADA/TAS requirements are met
18. Proposed safety mitigation measures
19. Recommendation of the Engineer

Exhibit VI

City of Austin Site Review Critical Environmental Feature Worksheet

1	Project Name:		5	Primary Contact Name:	
2	Project Address:		6	Phone Number:	
3	Date:		7	Prepared By:	
4	Environmental Assessment Date:		8	CEFS Located? (yes,no) :	

9	FEATURE TYPE (Wetland,Rimrock,Recharge Feature,Seep,Spring)	FEATURE ID (eg S-1)	FEATURE LONGITUDE (WGS 1984 in Meters)		FEATURE LATITUDE (WGS 1984 in Meters)		WETLAND DIMENSIONS (ft)		RIMROCK DIMENSIONS (ft)	
			coordinate	*notation*	*coordinate*	*notation*	X	Y	Length	Avg Height

City of Austin Use Only WPDRD CASE NUMBER:	

For rimrock, locate the midpoint of the segment that describes the feature.

For wetlands, locate the approximate centroid of the feature and the estimated area.

For a spring or seep, locate the source of groundwater that feeds a pool or stream.

Exhibit VII

Electronic Submittal

The following requirements become effective for any plans submitted after January 1, 2010.

1. In an effort to:
   - improve geographic information system (GIS) data;
   - improve the efficiency of GIS data creation; and
   - provide a more comprehensive view of existing and proposed infrastructure;

   provide a base file in *.dgn, *.dwg, or *.dxf, format of existing and proposed improvements listed in the following table, and specify layer name or number. File shall be referenced to the Texas Central State Plane (NAD83, survey feet) projection, and elevation data shall be referenced to the NAVD88 (feet) datum. Grid coordinates are recommended for alignment with City of Austin GIS data.

   Is the file in (check one):

   ☐ Grid coordinates
   ☐ Surface coordinates

Average projection scale factor/Average combined factor (10 digits min.)

   Electronic seals shall be provided or excluded in accordance with Texas Board of Professional Engineers Rules and Texas Board of Architectural Examiners Rules.

   CADD files that contain more base layers than listed below are encouraged but are not required. CADD files may be locked or read-only.

   Electronic files shall be submitted on a USB flash drive. The flash drive will be copied at Intake and returned to you.

   The following layers are required at the time of first formal submittal.

Description	☒ **if n/a**	**Layer Name and/or Number (please specify)**
Site boundaries		
Existing lot lines or legal tract boundaries		
Limits of Construction		

The following base files are required prior to site plan release.

Description	☒ if n/a	Layer Name and/or Number (please specify)
Site boundaries		
Existing lot lines or legal tract boundaries		
Limits of Construction		
Easements		
Utilities (lines and appurtenances)		
Stormwater drainage system lines and appurtenances[1]		
Water Quality and Detention Facilities[2]		
Trees (location, size, and species)[3]		
Critical environmental features and buffers as depicted on plans		
Roadway Infrastructure[4] (pavement lines, poles, luminaires, and appurtenances)		
Sidewalks		
Open Space[5]		
Building Footprints		
Floodplain Delineation (existing & proposed as depicted on plan)		
Legend (may be in separate file)		

1 Location of pipes, culverts, flumes and channels (Centerlines are preferred but pipe ODs and channel grading are acceptable). Appurtenances depicted with symbols per plan for inlets, manholes, flumes, bridge inlets, headwalls, wet wells for storm discharge pumps, etc. Station lines and numbers.

2 Delineation of detention, sedimentation, filtration and wet ponds (delineation of 100-year surface, WQ volume elevation, or permanent pool elevation is preferred, but walls and grading lines are acceptable), gabion, splitter box, wet wells for storm discharge pumps, headwalls, any outflow structure, vegetative filter strip areas, stormwater re-irrigation areas.

3 COGO point data preferred, but tree number & legend acceptable.

4 Edge of pavement, curb and gutter lines as depicted on plans, luminaires, poles, pullboxes, signal poles, and signal cabinets.

5 Delineation of open space as required on the site plan or subdivision. Only open spaces on the ground are required. Above ground spaces such as balconies are not required.

2. Provide an electronic copy of the following in *.pdf format with the following recommended file name convention at the time of first formal submittal.

Description	Recommended File Name
Engineer's report	[Case_Number]_Eng_report.pdf
Drainage report (if applicable)	[Case_Number]_Drg_report.pdf
Engineer's summary letter	[Case_Number]_Eng_summary.pdf
All sheets in Site Plan	[Case_Number]~U[Update #]_[sheet_#].pdf
Application package (i.e. application, tax certificate(s), waiver request(s), etc.)	[Case_Number]_Application.pdf

3. Provide electronic files for drainage model. Resubmittal of drainage model is required for any modification.

EXHIBIT VIII

EDUCATIONAL IMPACT STATEMENT (EIS) DETERMINATION

PART A

If your project **is located in one or more of the school districts listed below, and requires Land Use Commission review; and meets one of the requirements listed below,** an Educational Impact Statement is required.

☐ YES	☐ NO	100 or more single family units are proposed
☐ YES	☐ NO	200 or more multifamily units are proposed
☐ YES	☐ NO	100 or more multifamily units are proposed and a tax credit is requested
☐ YES	☐ NO	project will demolish more than 50 residential existing units in a structure more than 20 years old

Please check the appropriate school district(s).

- ☐ Austin Independent School District
- ☐ Leander Independent School District
- ☐ Pflugerville Independent School District
- ☐ Hays County Independent School District
- ☐ Del Valle Independent School District
- ☐ Round Rock Independent School District
- ☐ Manor Independent School District

If an Educational Impact Statement (EIS) is required, please complete the Educational Impact Analysis (EIA) Part B.

EDUCATIONAL IMPACT ANALYSIS FORM
Part B

OFFICE USE ONLY

CASE MANAGER: _____

APPLICANT/AGENT: _____

CASE NUMBER: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

PROPOSED USE: _____

EXISTING RESIDENTIAL UNITS

Existing Number of Residential Units: _____

Number of existing residential units to be demolished: _____

Age of units to be demolished: _____

PROPOSED DEVELOPMENT

Gross Project Acreage: _____

Number of lots: _____

Lots per acre: _____

PROPOSED RESIDENTIAL UNITS

Proposed number of Residential Units: _____

Size of proposed units in square feet (specify range): _____

Number of bedrooms per unit: _____

ESTIMATED SELLING / RENTAL PRICE (EXISTING AND PROPOSED)

Estimated selling price of units (specify range): _____

Estimated rental rates (if applicable): _____

Range of monthly rental rates to be demolished: _____ to _____

Estimated increase in rental rates (specify percentage of increase): _____

If project is multifamily, will a tax credit be applied for as part of the Smart Housing™ Program?_____

Number of Certified Affordable Dwelling Units (Proposed or Existing) _____

OFF-SITE FAMILY AMENITIES EXISTING WITHIN ONE MILE OF PROJECT (Open to the public – attach location plan)

Parks/Greenbelts: _____

Recreation Centers: _____

Public Schools: _____

PARKLAND DEDICATION

Parkland dedication required? ☐ YES ☐ NO

If yes, please indicate if applicant plans to request fee in lieu or provide parkland.

Fee: ☐ YES ☐ NO

Land: ☐ YES ☐ NO

ON-SITE FAMILY AMENITIES PROPOSED

Will space be provided for childcare services? ☐ YES ☐ NO ☐ Unknown at this time

Amount of open space required in acres: _____

Amount of open space provided in acres: _____

Other proposed amenities: (pools, clubhouse, recreation area): _____

TRANSPORTATION LINKAGES

Closest Public Transit Location: _____

Pedestrian/Bike Routes: _____