

**General Permit Program  
Development Permit  
Project Submittal Application**

**City of Austin  
Development Services Department**

## **General Overview**

### **BRIEF DESCRIPTION**

Most development within the City of Austin requires that a site plan be submitted. This packet outlines the requirements and procedures necessary for review of an administrative site plan under the General Permit Program. The General Permit Program review venue is restricted to use by City departments and franchised utilities with approved scope of work as established under related annual general development permits.

### **SUBMITTAL**

Applications may be submitted on any working day at the Intake Center of the Development Services Department on the fourth floor of One Texas Center, 505 Barton Springs Road. General business hours are from 7:45am to 4:45pm. Telephone 974-2681 or 974-2689 for an appointment.

### **TIME FRAMES**

The Director will approve the initial formal review of the site plan within 28 calendar days after submittal, if the proposed development complies with the Land Development Code (LDC), posted rules and State statutes. If the project does not comply, the site plan will be disapproved pending receipt of an update bringing it into compliance. Formal update reviews are completed within 14 calendar days after submittal.

### **CORRECTIONS TO APPROVED GENERAL PERMITS**

As described in Exhibit IV, a correction request form must be completed and submitted to the General Permit Program Coordinator(s) associated with the initial approval with all the associated sheets from originally approved plans. Detailed instructions are with the form within this packet.

### **PROJECT/CASE MANAGER**

A Project or Case Manager is assigned to each application. It is their role to act as your liaison with the City of Austin and your main contact. Once your application has been submitted, all questions, problems, conflicts, etc., should be directed to the Project or Case Manager. If you need to see your Project or Case Manager, it is suggested an appointment be made to ensure the Project or Case Manager is available.

### **ETHICS AND FINANCIAL DISCLOSURE INFORMATION**

If you or your agent/representative were City employees or officials within the past 24 months, you may be subject to the Ethics and Financial Disclosure Ordinance (860717-X). Copies of the ordinance are available at the City Clerk's Office.

### **UTILITY COORDINATION INFORMATION**

The Austin Utility Location & Coordination Committee (AULCC) must review all activities requesting an assignment within the City of Austin rights-of-way unless waived (See Exhibit VII). Please include any request for waiver in the cover letter with the basis for such request. The full committee of the AULCC will review projects for the City of Austin, including City facility owners and utilities. The full committee consists of representatives from both City and private utilities and facility owners. Due to the possibility of proprietary information existing in the plan sets, all other projects will be reviewed by a subcommittee consisting of only City utility and facility owners unless a full committee review is specifically requested in the cover letter. The AULCC operates under the direction of the Transportation Department, Right-of-Way Management Division located at the LCRA Building, 3701 Lake Austin Blvd.. It provides coordination opportunities to reduce conflicts with existing or proposed infrastructure. Under certain conditions, utility coordination is a requirement for a General Development Permit issued by the Land Use Review Division of the Development Services Department, or a Right-of-Way Excavation Permit, issued by the Right-of-Way Management Division of the Transportation Department. This publication is provided to coordinate these requirements and assist in the tracking of the permit approval process.

For more information concerning utility location and coordination, contact Greg Pepper (Utility Coordination Supervisor) at (512) 974-7282 or Jason Redfern (Division Manager) at 974-7265.

#### **RIGHT-OF-WAY MANAGEMENT INFORMATION**

No excavations may proceed in the City of Austin rights-of-way without approved plans or an approved **Right-Of-Way Excavation Permit** issued by the Right-of-Way Management Division. There are some limited emergency situations where excavation can proceed before the permit is approved where the loss of life, health, or property exists. The Right-of-Way Excavation Permit does not exempt the requestor/ -authorized representatives from any other requirements or applicable permits from Development Services, Watershed Protection, Transportation, Public Works, or any other Department or Division within the City of Austin.

For more information concerning the requesting of excavation permits, contact Jason Redfern at (512) 974-7265.

#### **TRANSPORTATION DIVISION INFORMATION**

Any person who undertakes to perform any activity upon, in, under, above or about any public street, road, alley, sidewalk or any portion of the public right of way, shall use: barricades, warning signs, and all other traffic control devices and procedures about the area during the duration of the activity within the public right of way. All devices shall be of the type and used in the manner required by the current edition of the Texas Manual on Uniform Traffic Control Devices and the City Of Austin's Transportation Criteria Manual. If a traffic setup shown on standard detail sheets 804S-1 Lane Closures, Sidewalk Closures and Shifting Traffic or 804S-2 Detours and Flagging Operations, does not address the traffic controls needed for a specific site, then a Professional Engineer registered in the State of Texas, must prepare a Traffic Control Plan (TCP) specific to the site. A standard detail or TCP which shows the proposed method of warning, directing and guiding traffic, shall be approved by the Transportation Department, as part of the plan set submittal for a General Development Permit.

## SUBMITTAL INFORMATION & REQUIREMENTS

### 1. COMPLETED APPLICATION FORM

#### Primary Project Data

- Project Name
- Indicate the address or range of address for all streets abutting the property. (address information may be obtained from Addressing Services, 505 Barton Springs Road, Suite 1070.)
- Fill in County Name
- Circle the appropriate jurisdiction

Property Description\* (see application)

#### Other Project Data

Watershed, Watershed Class and Grid Number information available in the Intake Center.

#### Facility Ownership/Agent Information

If the ownership is other than sole or community property, use the boxes provided or attach a list of the partners/beneficiaries/principals and their positions.

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.

If an agent is designated, this will be the Planning and Development Review Department's primary contact. If multiple Contacts are to receive the case reports, please note this on the application and include related e-mail addresses.

### 2. FEES

Annual General Development Permit fees must be paid and current. Contact O. B. McKown (Program Coordinator-General Permit Program) for additional information at 974-6330.

### 3. SUBMITTAL VERIFICATION AND INSPECTION AUTHORIZATION FOR NON-R.O.W. PROJECTS

### 4. LOCATION MAP

Provide a location map at a minimum of 4"x4" on the cover sheet of the plan set.

### 5. GENERAL PERMIT SMALL PROJECTS

The General Permit Program Coordinator will require the following information in letter form to serve as notification of all projects **less than 300 linear feet and/or under 3000 square feet total impact area:**

A brief summary of the project scope.

Project Manager contact name and phone number

Project Contractor name and phone number

Location and address or range of addresses

Watershed Name

Watershed Classification

Current Annual General Development Permit Number and Expiration Date

CIP ID# (if applicable)

Sponsoring department for all CIP projects if different from the applicant

Time frame of project, including projected start and completion dates

Environmental issues or impacts (if applicable), including methods of E & S controls and tree protection measures to be utilized.

To all Annual General Development Permit Holders: All work under 300 linear feet and/or 3000 square feet total impact area in the City of Austin Planning Jurisdiction is required to comply with this section, regardless of the location of the work within or outside a right-of-way and/or associated easement on private property.

#### **6. AULCC COMPLETENESS CHECK INSTRUCTIONS (Exhibits I)**

1. All projects will be submitted to the Intake office between 8:30am and 10:30am Monday through Friday.
2. All projects must be approved by AULCC prior to any submittals for a formal review. This will ensure the least amount of conflict with regard to Utility assignments/alignments once a project is formally submitted to Intake for review..
3. All non-City of Austin projects will be at least 30% complete at the time of submittal.
4. All City of Austin projects will be at least 90% complete at the time of submittal.

#### **7. UTILITY COORDINATION FORMAL SUBMITTAL AND REVIEW INSTRUCTIONS (Exhibit II)**

1. Instructions on AULCC guidelines for submittals to Intake for the formal review process.
2. All projects will be required to have been approved by AULCC for completeness check.
3. Non-City of Austin project will be at least 30% at the time of formal submission. Higher percentages are allowed.
4. City of Austin projects will be at least 90% at the time of formal submission. Higher percentages are allowed.

#### **7. GENERAL PERMIT PROGRAM COMPLETENESS CHECK INSTRUCTIONS (Exhibit III)**

1. All projects will be submitted to Intake between 8:30am and 10:30am Monday through Friday.
2. Approval and release from AULCC must be obtained before being submitted to the General Permit Coordinator / Case Manager for formal review if applicable. (Exhibit I and II)
3. Projects not subject to AULCC will be waived for submittal to Intake for formal General Permit review.
4. All projects must be 100% design complete at time of formal submittal.

#### **8. COVER LETTER AND DISTRIBUTION INSTRUCTIONS (Exhibit IV)**

#### **9. GENERAL PERMIT PROGRAM FORMAL SUBMITTAL INSTRUCTIONS AND CHECKLIST (Exhibit V)**

5. Instructions on General Permit Program guidelines for submittals to Intake for the formal review process.
6. All projects will be required to have been approved and released or waived by AULCC.
7. Project will be 100% at the time of formal submission. Higher percentages are allowed.

#### **10. GENERAL CONSTRUCTION NOTES (Exhibit VI)**

#### **11. UTILITY COORDINATION SMALL PROJECT NOTIFICATION INSTRUCTIONS (Exhibit VII)**

1. Instructions for submittal of all projects over 25 linear feet inside the DAPC area and any projects under 300 linear feet and/or 3000 square feet of impact area with noted conflicts will be referred to the General Permit program process.

#### **12. GENERAL PERMIT PROGRAM CORRECTION REQUEST FORM AND INSTRUCTIONS (Exhibit VIII)**

#### **13. SAMPLE FLOW OF EVENTS FOR GENERAL PERMIT PROGRAM SUBMITTALS (Exhibit IX)**

## **SUBMITTAL REQUIREMENTS**

- 1. Application**
- 2. Submittal Verification**
- 3. Inspection Authorization**
- 4. Exhibit I – AULCC Completeness Check**
- 5. Exhibit II – AULCC Formal Submittal and Review Instructions**
- 6. Exhibit III – General Permit Program Completeness Check Instructions**
- 7. Exhibit IV – Cover Letter and Distribution Instructions**
- 8. Exhibit V – General Permit Program Submittal Instructions and Checklist**
- 9. Exhibit VI – General Construction Notes**
- 10. Exhibit VII – Utility Coordination Small Project Instructions**
- 11. Exhibit VIII – General Permit Program Correction Request Instructions and Form**
- 12. Exhibit IX – Sample Flow of Events for General Permit Submittals**

## GENERAL PERMIT APPLICATION

### DEPARTMENTAL USE ONLY

Application Date _____	File Number _____
Development Review Type _____	
Case Manager _____	Application Accepted By _____
Has Case Been Submitted for Utility Coordination Completeness Check?	Yes/No
Has Case Been Submitted for General Permit Program Completeness Check?	Yes/No
<b>(Completeness check form must accompany this packet for submission to Intake)</b>	

### PRIMARY PROJECT DATA

Excavation in a street Right-of-Way? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (if yes, specify ) COA__TXDOT__COUNTY(name)_____	
Project under 300 l.f. / 3000 s.f. _____	Project over 300 l.f. / 3000 s.f. <input checked="" type="checkbox"/> (check one)
Project Name <u>Zilker Train Track Renovation Project</u>	
Current Annual General Development Permit Number: <u>GP-18-0000.PAR</u> Expiration Date <u>3-30-2020</u>	
Sponsoring Dept. (for CIPs): _____	
CIP ID# (if applicable) _____	
Project Street Address (or range) <u>2100 Lou Neff Road</u>	
<u>Austin TX</u> Zip <u>78746</u>	
If project address cannot be defined, such as utility lines, provide the following information:	
_____ along the _____ side of _____	
Property Frontage Rd.	N S E W Property Frontage Rd.
Approximately _____	_____ from the Intersection with _____
Distance	Direction Cross Street
County _____ Jurisdiction – Full/Limited/2-mile/5-mile/Annexation _____ (date)	

### PROPERTY DESCRIPTION

*Property description will be required only if address or range of addresses are not available.	
Provide either subdivision reference or brief legal description	
_____ 1. Subdivision Reference	
Name _____	Approved _____
Block(s) _____	Lot(s) _____
Plat Book _____	Page Number _____
_____ 2. Brief Legal Description _____	
_____	

**SITE AREA**

Acres \_\_\_\_\_ or Sq. or linear ft. 8,122 SF in Limit of Construction

Acres \_\_\_\_\_ or Sq. or linear ft. \_\_\_\_\_

Acres \_\_\_\_\_ or Sq. or linear ft. \_\_\_\_\_

Utility or Storm Sewer Length: \_\_\_\_\_ Linear Feet Specify Type: \_\_\_\_\_

Utility or Storm Sewer Length: \_\_\_\_\_ Linear Feet Specify Type: \_\_\_\_\_

Utility or Storm Sewer Length: \_\_\_\_\_ Linear Feet Specify Type: \_\_\_\_\_

Utility or Storm Sewer Length: \_\_\_\_\_ Linear Feet Specify Type: \_\_\_\_\_

Watershed Name LBL- Lady Bird Lake WS Class Urban

All Projects are subject to Watershed Protection Regulations.

In Aquifer Recharge Zone?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	In Barton Spring Zone?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
In a CWQZ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	In a 100-year Floodplain?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Pending Easements?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	USACE?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
County ROW? (name)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	TxDOT ROW?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

In COA Parkland? ☒ Yes ☐ No  
(If 'Yes', please include documentation confirming review by City of Austin Parks and Recreation Dept.)

On a Hill Country Roadway? Yes ☐ No ☒ Specify Principal or Hill Country Roadway \_\_\_\_\_

Grid Number(s) ??? \_\_\_\_\_

Existing Site Plan? Yes ☐ No ☒ Case Number: \_\_\_\_\_

**OWNERSHIP INFORMATION**

Type of Ownership: \_\_\_\_\_ Sole \_\_\_\_\_ Community Property \_\_\_\_\_ Trust \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation  
x City of Austin Dept. Parks and Recreation

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



**FACILITY OWNER**

Signature_____	Printed Name	<u>Patrick Beyer</u>
Firm Name	<u>COA Parks and Recreation</u>	Phone # <u>512-974-9476</u>
Department (for CIP projects):_____		
Street Address_____		
City_____	State_____	Zip Code_____Contact_____
Fax #_____	Email:_____	

**AGENT/PRINCIPAL CONTACT** (if applicable, to receive case reports)

Signature_____	Printed Name_____
Firm Name_____	Phone #_____
Department (for CIP projects):_____	
Street Address_____	
City_____	State_____Zip Code_____Contact_____
Fax #_____	Email:_____

**ADDITIONAL CONTACT** (if applicable, to receive case reports)

Signature_____	Printed Name_____
Firm Name_____	Phone #_____
Department (for CIP projects):_____	
Street Address_____	
City_____	State_____Zip Code_____Contact_____
Fax #_____	Email:_____

**DESIGNER/ENGINEER/LARCH/OTHER** (circle 1 or more)

Firm Name	Dunaway	Phone #	(512) 306-8252
Street Address	5707 Southwest Parkway, Building 2, Suite 250		
City	Austin	State	TX
Zip Code	78735	Contact	J. Segura, PE
Fax #	Email: JSegura@dunawayassociates.com		

**DESIGNER/ENGINEER/LARCH/OTHER** (circle 1 or more)

Firm Name	Austin Parks Foundation	Phone #	(512)636-9498
Street Address			
City		State	
Zip Code		Contact	Katie Robillard, PLA
Fax #	Email: katie@austinparks.org		

**SUBMITTAL VERIFICATION**  
**FOR NON-R.O.W. PROJECTS**

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 project 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.**

Katie T. Robillard 9/6/2018  
Signature Date

Katie Robillard  
Name (Typed or Printed)

Austin Parks Foundation  
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

Patrick Beyer, PLA  
Name (Typed or Printed)

COA Park & Recreation Dept.  
Firm

**EXHIBIT I  
AULCC COMPLETENESS CHECK**

1. Cover Letter\*
2. Completed application (you will only do one application. It will stay with your packet at all stages)
3. One plan set at a minimum of 11" x 17" delivered to Intake at One Texas Center, 4<sup>th</sup> Floor.  
Completeness checks are accepted between 8:30am and 10:30am Monday through Friday.

**\*\*Direct submissions for CIP projects to Greg Pepper and the weekly utility coordination meetings are held prior to the completeness check stage for your project. Once this meeting and design process reaches the requirements specified below, you will be cleared to submit for a completeness check.**

**\*Cover letter to include all of the following:**

A brief summary of the project scope  
Location  
CIP ID# (if applicable)  
Estimated start date of construction  
Specific instructions pertaining to AULCC

**Base Information**

To include the following:

- ☐ Contact Name
- ☐ Phone
- ☐ Fax
- ☐ E-mail
- ☐ Site location map clearly indicating the precise location of tract (minimum 4"x4" size)
- ☐ Scope of Project
- ☐ North arrow on all plan sheets and location map.
- ☐ Minimum plan and profile sheets and cover sheet.
- ☐ Estimated location from ROW or property line in a legible format. (This will be used to determine if proposed alignment is too congested or in conflict with upcoming projects.)
- ☐ The project route will be reviewed to propose alternatives if streets are protected.
- ☐ Drawings should use Civil Engineering terminology, be legible, free of industry jargon or symbols not relevant to utility coordination.
- ☐ Texas Department of Transportation (TxDOT) stationing, if project is located within a State-maintained R.O.W. (call 832-7042 for further information on stationing).

**\*\*Minimum Requirements for Completeness Check (\*\* see above)**

**All CIP projects must be a minimum of 90%.**

**All non-CIP projects must be a minimum of 30%**

**Initial Submittal (30%)**

To include all of the above and the following:

- ☐ Scale shown on all pages, minimum 1"=40' horizontally and 1"= 6' vertically as required by City Code Sections 15-12-163 INFORMATION REQUIRED
- ☐ Include proposed depth of new facility
- ☐ Identify utility owners on utilities found.
- ☐ Underground utility information depicted in the drawing shall be obtained by search of existing City records

## **Initial Submittal (90%)**

To include all of the above and the following:

- Underground utility information depicted in the drawing shall be obtained by using appropriate surface geophysical methods to identify the existence and approximate position of utilities within the project limits. The data must be reproducible by surface geophysical methods at any point of its depiction.
- Location and Dimensions of aboveground appurtenances (example: Remote Terminals, Moonlight Towers, Manholes, etc.)
- Legible professional engineer's seal and signature (if applicable).
- ADA requirements (example: location of ADA Ramps, wheelchair accessibility)
- Data for underground utilities is obtained by actual exposure of facilities in conflict. Include horizontal and vertical location of existing and proposed facilities in relation to each other.
- Include outside dimensions, configuration or size of the facility.
- Maintain minimum 2' vertical and 5' horizontal clearances edge-to-edge unless a written waiver is provided by the facility owner.
- All plan sets must include City Approved Standard Details, for trench repair from the 1100 Series. If the street is under moratorium or "protected", a paving plan must be submitted with a statement from the Professional Engineer explaining why the street must be open cut as opposed to an alternative method of construction. (e.g.: Boring.)
- Must reference control points to state plane coordinates or provide adequate dimensioning from the Right-of-Way line.

**The completeness check process is not a review and you will not receive review comments. This process is to determine if your project meets the requirements listed above.**

**If your project is NOT subject to AULCC review, your completeness check form will indicate that your project has been waived. You must have a completeness check form from Utility Coordination in order to be accepted for review by Intake regardless of whether or not your project is waived.**

**Once you are approved for a completeness check, you will need to make an appointment with Intake at 974-2681 or 974-2689.**

**EXHIBIT II**  
**AULCC FORMAL SUBMITTAL AND REVIEW INSTRUCTIONS**

**All CIP projects must be a minimum of 90%.**

**All non-CIP projects must be a minimum of 30%**

1. Cover Letter\*
2. Completed application
3. Submittal Verification and Inspection Authorization
4. A copy of your approved completeness check results
5. One plan set at a minimum of 11" x 17" and a copy of the cover letter for each reviewer indicated in your completeness check form delivered to Intake at One Texas Center, 4<sup>th</sup> Floor. Please call for an appointment at 974-2681 or 974-2689.

**\*Cover letter to include all of the following:**

A brief summary of the project scope

Location

CIP ID# (if applicable)

Estimated start date of construction

Specific instructions pertaining to AULCC

**Base Information**

To include the following:

- ☐ Your completeness check results from AULCC
- ☐ Contact Name
- ☐ Phone
- ☐ Fax
- ☐ E-mail
- ☐ Site location map clearly indicating the precise location of tract (minimum 4"x4" size)
- ☐ Scope of Project
- ☐ North arrow on all plan sheets and location map.
- ☐ Minimum plan and profiles sheet and cover sheet.
- ☐ Estimated location from ROW or property line in a legible format. (This will be used to determine if proposed alignment is too congested or in conflict with upcoming projects.)
- ☐ The project route will be reviewed to propose alternatives if streets are protected.
- ☐ Drawings should use Civil Engineering terminology, be legible, free of industry jargon or symbols not relevant to utility coordination.
- ☐ Texas Department of Transportation (TxDOT) stationing, if project is located within a State-maintained R.O.W. (call 832-7042 for further information on stationing).

**For all NON-CIP Projects**

**Initial Submittal (30%)**

To include all of the above and the following:

- ☐ Applicant must schedule an appointment with Intake for submission and assignment of a Utility Coordination project number. This number will be required on the lower right hand corner of each sheet in the plan set for all future submittals.
- ☐ Scale shown on all pages, minimum 1"=40' horizontally and 1"= 6' vertically as required by City Code Sections 15-12-163 INFORMATION REQUIRED
- ☐ Include proposed depth of new facility
- ☐ Identify utility owners on utilities found.
- ☐ Underground utility information depicted in the drawing shall be obtained by search of existing City records

**2<sup>nd</sup> Submittal (90%)**

To include all of the above and the following:

- A copy of the case report from your previous submittal.
- A letter of response addressing the comments.
- Underground utility information depicted in the drawing shall be obtained by using appropriate surface geophysical methods to identify the existence and approximate position of utilities within the project limits. The data must be reproducible by surface geophysical methods at any point of its depiction.
- Location and Dimensions of aboveground appurtenances (example: Remote Terminals, Moonlight Towers, Manholes, etc.)
- Legible professional engineer's seal and signature (if applicable).
- ADA requirements (example: location of ADA Ramps, wheelchair accessibility)
- Data for underground utilities is obtained by actual exposure of facilities in conflict. Include horizontal and vertical location of existing and proposed facilities in relation to each other.
- Include outside dimensions, configuration or size of the facility.
- Maintain minimum 2' vertical and 5' horizontal clearances edge-to-edge unless a written waiver is provided by the facility owner.
- All plan sets must include City Approved Standard Details, for trench repair from the 1100 Series. If the street is under moratorium or "protected", a paving plan must be submitted with a statement from the Professional Engineer explaining why the street must be open cut as opposed to an alternative method of construction. (e.g.: Boring.)
- Must reference control points to state plane coordinates or provide adequate dimensioning from the Right-of-Way line.

### **3<sup>rd</sup> Submittal (100%)**

To include all of the above and the following:

- Statement indicating that all utility conflicts were addressed and/or arrangements made to resolve conflicts during construction.
- Provide a bound set of plans sealed by a Professional Engineer currently registered in the State of Texas. (A copy signed by the General Permit case manager is required prior to Right-of-Way excavation permitting.)
- Must submit a statement that as-built drawings of all facilities installed in the right-of-way by the owner will be provided no later than the 35th day after excavation described in the permit is complete, unless otherwise provided by the Director. (City Code Section 15-12-163 INFORMATION REQUIRED.)

### **For all CIP Projects**

#### **Initial Submittal (90%)**

To include all of the above and the following:

- Underground utility information depicted in the drawing shall be obtained by using appropriate surface geophysical methods to identify the existence and approximate position of utilities within the project limits. The data must be reproducible by surface geophysical methods at any point of its depiction.
- Location and Dimensions of aboveground appurtenances (example: Remote Terminals, Moonlight Towers, Manholes, etc.)
- ADA requirements (example: location of ADA Ramps, wheelchair accessibility)
- Data for underground utilities is obtained by actual exposure of facilities in conflict. Include horizontal and vertical location of existing and proposed facilities in relation to each other.
- Include outside dimensions, configuration or size of the facility.
- Maintain minimum 2' vertical and 5' horizontal clearances edge-to-edge unless a written waiver is provided by the facility owner.
- All plan sets must include City Approved Standard Details, for trench repair from the 1100 Series. If the street is under moratorium or "protected", a paving plan must be submitted with a statement from the Professional Engineer explaining why the street must be open cut as opposed to an alternative method of construction. (e.g.: Boring.)

## **2<sup>nd</sup> Submittal (100%)**

To include all of the above and the following:

- Statement indicating that all utility conflicts were addressed and/or arrangements made to resolve conflicts during construction.
- Provide a bound set of plans sealed by a Professional Engineer currently registered in the State of Texas.
- Must submit a statement that as-built drawings of all facilities installed in the right-of-way by the owner will be provided no later than the 35th day after excavation described in the permit is complete, unless otherwise provided by the Director. (City Code Section 15-12-163 INFORMATION REQUIRED.)



**EXHIBIT III**  
**GENERAL PERMIT PROGRAM**  
**COMPLETENESS CHECK INSTRUCTIONS**

**GENERAL DEVELOPMENT PERMIT COMPLETENESS CHECK**

Note: All projects are required to be submitted to Intake for the associated General Permit Case Manager for completeness check before submittal to Intake for a formal review. All project applications will be required to have completeness check and formal review approval from AULCC prior to being submitted for formal completeness check with the General Permit Coordinator. A completeness check report will be sent to the project contact following approval of the completeness check identifying all reviewers that will be assigned to the formal review. Formal project submittal should include complete sets of the project plans for each reviewer indicated.

Prepare complete, accurate submittal plan set. Submittals smaller than 11"x17" at full size, minimum scale 1:40 will not be accepted for review and/or approval. For help in assembling the submittal, refer to "**General Development Permit Submittal Checklist**". An incomplete submittal may create a delay in processing. The applicant must schedule an appointment with Intake in order to submit. Please call 974-2681 or 974-2689.

Cover sheet for plans must include the percent-complete in the project title. Submittal must also include environmental specifications proposed for inclusion in project manual. CIP project submittals must include table of content, 300U section, environmental specifications, and any special specifications or special provisions related to environmental specifications proposed for inclusion in the project manual. Submittals must have a cover letter attached.

**If your project does not require Utility Coordination, and has elements within City of Austin right-of-way, you will still be required to provide a completeness check form from Greg Pepper/AULCC noting that your project is waived to be accepted for General Permit completeness check at Intake.**

Comments will be provided in a report to the submitting entity contact following a formal review. Address all review comments. Submit revised submittal plan sets for verification of adequate response to comments. Final master report will be issued when all review comments have been addressed and reviewers approved the case. The cover sheet of each plan set, or one reproducible version of the cover sheet, to be retained as original for the project will be signed by the General Permit Program Coordinator as indication of final project approval.

(All elements listed below must be included in submittal plan set.)

- Utilize the current General Permit Program standard electronic files for coversheet and environmental note/detail sheets (three total) provided for use on all General Permit projects.
- Includes professional's seal and signature on all sheets.
- If modified in any way, sheet title for GPP standard sheet(s) indicates modification (prior documented approval from the General Permit Program Case Manager is required for any proposed modification)
- Notes include project-specific schedule/sequencing, duration, and phasing. Notes indicate that the General Permit Program office will be notified via e-mail in advance of transition between phases.
- Notes include specific routing assignment, if not indicated on plans.
- Notes include Party Responsible for Tree/Natural Area Protection maintenance.
- Notes include Party Responsible for Erosion/Sedimentation Control maintenance.
- Current GPP Erosion/Sedimentation Control standard sheet is included and listed correctly in sheet index.
- Current GPP Tree Protection and Environmental Notes standard sheet is included and listed correctly in sheet index.
- Tree Protection Plan is included and listed correctly in sheet index.
- Erosion/Sedimentation Control Plan is included and listed correctly in sheet index.
- Current Temporary Traffic Control notes and details standard sheets are included and listed correctly in sheet index.
- Temporary Traffic Control Plan is included and listed correctly in sheet index.
- Approval Blocks as formatted on the GPP standard coversheet electronic file.
  - Approval block for General Permit Program Coordinator

**Standard Sheets (Sheets should not be modified in any way without prior approval of General Permit Program Coordinator)**

**Base Information**

- Includes professional's seal and signature on all.
- Includes north arrow on all plan sheets and location map.
- Includes accurate scale.
- Limits of construction (LOC) are shown, include all components of the project, and are labeled.
- ROW and property lines are shown and labeled on plan, profile, E/S and tree protection sheets.
- Adjacent property owners are indicated plan, profile, E/S and tree protection sheets.
- Temporary, permanent and proposed easements (if applicable) are shown and labeled on plan, profile, E/S and tree protection sheets. Document numbers for easements must be shown for plan approval.
- Topography (2' interval min.) is shown and labeled. (or sufficient flow arrows, high points, low points, etc. are provided)
- Existing vegetation is shown and labeled.
  - If no relevant vegetation exists, include note on plan.
  - At a minimum, all trees (8" caliper and over, or as required by City regulations such as parkland, HCRO, BCP, etc.) located within the LOC or with critical root zones (CRZs) extending into the LOC must be shown and labeled.
- Use correct symbology. Symbol should consist of three parts: Trunk location, Critical Root Zone (CRZ), and label. CRZ symbology should be: Tree Retained by project - Solid, bold circle. Tree Removed by project - Dashed, bold circle. Size of symbol should be: 1' radius for each caliper inch. Label should either list the survey tag number or label the tree. If survey tag number is used, an associated tree list should be included on plan. Tree label or listing should include the caliper size of the tree and the complete tree type. (Examples: 18" Live Oak. 8", 12" Cedar Elm) Multi-trunk trees should be noted as such in label/listing. (Example: 12", 6" (MT) Live Oak)
- Includes centerline of existing creeks, rivers or channels plan, profile, E/S and tree protection sheets. Includes Critical Water Quality Zones.
- Existing ground surface conditions are noted. (pavement, sidewalk, landscape areas, turf areas, etc.)
- Bore pits are shown, labeled, and dimensioned plan, profile, E/S and tree protection sheets. (if applicable)
- Staging and/or stockpile areas are shown, labeled, and dimensioned on plan, profile, E/S and tree protection sheets.
- Distribution to the following departments if applicable:
  - ERM (If CIP project)
  - Parks and Recreation (If in Parkland)
  - BCP Office (If in BCP)
  - Endangered Species Biologist (If in Barton Springs Zone or CIP project)
  - USACE (If applicable in waterways)
  - Travis County
  - TxDOT
- If applicable, documentation from the following departments is required for formal submittal to General Permit Program Coordinator at INITIAL SUBMISSION:
  - ERM (If CIP project)
  - Parks and Recreation (If in Parkland)
  - BCP Office (If in BCP)
  - USACE (If applicable in waterways)
- If applicable, documentation from the following departments is required for the General Permit Program prior to final approval:
  - Biologist determination form from Endangered Species Biologist (If in Barton Springs Zone or CIP project)
  - Easement finalization (if easements are proposed) or Right-of-Entry if easement not required.

### **Erosion / Sedimentation Control and Tree Protection Plans(s)**

- Tree protection (TP) is shown and labeled or a legend is utilized.
- Project-specific Sequence of Construction is included on environmental sheet(s) or a clear reference to its location within plan set is included. SoC must be detailed per construction phase and include a requirement to complete final grade and initiate final restoration (such as seeding, matting, etc.) for each phase prior to advancing to next phase.
- Temporary erosion/sedimentation (E/S) controls are shown and labeled or a legend is utilized. (For example, inlet protection must be graphically indicated and labeled or indicated by legend symbol.) Phasing, if proposed, is clearly indicated. If soil retention fabric has been approved in lieu of silt fence by GPP Coordinator, include the following note on each relevant plan sheet. Note should read: Soil retention fabric must be installed as project advances and within 48 hours of ground disturbance. Each area to receive fabric installation must be final graded prior to placement of fabric, and all fabric installations require approval by the GPP Inspector.
- Staging and stockpile areas: E/S controls are shown and labeled or a legend is utilized. Notes should include any restrictions on such areas. For shared areas, include note that E/S controls and Tree Protection may be field adjusted with prior approval of the General Permit Program Inspector.
- Stabilized construction entries are shown and labeled. (if applicable)
- All the proposed constructed elements must be represented on the E/S and tree protection plan sheets.

### **Included in Plan Set**

- Permanent E/S controls are indicated, i.e. seeding, matting, etc. (with areas shown and labeled on plan, if applicable)
- Specific routing assignment (horizontal and vertical) is dimensioned or indicated in notes and/or details.

### **Other**

- Documentation of AULCC clearance must be provided for Completeness Check.
- Approval from Temporary Traffic Control must be secured prior to final General Permit approval.
- Approval from Public Works / Construction Inspection must be secured prior to final General Permit approval.
- **Your completeness check results will indicate the reviewers assigned to your project. You will need to submit a copy of the cover letter and a plan set for each reviewer. This will avoid any undue copies or plan sets.**

**EXHIBIT IV  
PROJECT COVER LETTER AND  
DISTRIBUTION INSTRUCTIONS FOR FORMAL REVIEW**

**COVER LETTER**

To include on business letterhead, at a minimum, the following information:

Project title (as used on the cover sheet)

Submitting entity

Contact information (including name, phone number, fax number, and e-mail address)

Number and size of submittal plan sets provided to each person receiving a delivery, and date.

Additionally, the letter must indicate that the delivery is intended for review under the General Permit Program and should also include:

A brief summary of the project scope.

Project Manager contact name and phone number

Project Contractor name and phone number

Location

Watershed Name

Watershed Classification

Annual General Permit Number and Expiration Date (Sponsoring dept. for CIP projects)

CIP ID# (if applicable)

Sponsoring department for all CIP projects if different from the applicant

Time frame of project, including projected start and completion dates

Environmental issues or impact (if applicable), including methods of E & S controls and tree protection to be utilized.

**\*Applicant will be required to submit one plan set and one copy of the cover letter to each reviewer listed on your completeness check results from the General Permit Coordinator/Case Manager.**

**\*\*All department-specific information will need to be clearly marked at the Intake office to insure distribution to the correct reviewers.**

**EXHIBIT V  
GENERAL PERMIT PROGRAM  
SUBMITTAL INSTRUCTION AND CHECKLIST**

**Preliminary Informal Review – 30% Design Stage**

Applicant must schedule an appointment with the assigned General Permit Program Coordinator for all requested preliminary informal review. A field review may be requested at this time by the applicant and/or the GPP Coordinator. Comments from the GPP Coordinator will be by way of markups on the preliminary drawing set provided by the applicant. All markups from the GPP Coordinator should be addressed prior to the next design stage.

To include all of the following and the information required for 30% design:

- A copy of the Preliminary Engineering Report should be provided the GPP Coordinator for consideration and to assist in verifying the permitting venue for the proposed project.
- Although this submittal is conceptual in nature, it will include the construction plans and all elements necessary to confirm the general viability of the proposed project and its compatibility with surrounding properties and the environment. In particular, the following items will be included with or on the construction plans:
  - Existing topography, physical features (natural and manmade) and infrastructure within or immediately adjacent to the project.
  - Existing environmental features (including trees, critical environmental features, waterways and wetlands) within 150' of the project.
  - Approximate location, size and configuration of all proposed infrastructure for each proposed design alternative.
  - General geotechnical information for each proposed design alternative.
  - Identification of potential real estate impacts, including parkland, right of way and easements, and also potential condemnation issues.
  - Identification of potential environmental impacts, particularly identification of areas subject to City, county, state or federal regulations (e.g., water quality zones, floodplains, endangered species habitat) sufficient to identify all necessary approvals and permits.
  - Preliminary assessment of channel stability needs, if project is in a Critical Water Quality Zone or the 100-year floodplain.
  - General information on methods of construction.
  - All information will be certified as accurate for the intended purposes by the appropriate design professional, using language acceptable to the City.

**Preliminary Informal Review - 60% Design Stage**

Applicant must schedule an appointment with the assigned General Permit Program Coordinator for all requested preliminary informal review. A field review may be requested at this time by the applicant and/or the GPP Coordinator. Comments from the GPP Coordinator will be by way of markups on the preliminary drawing set provided by the applicant.

To include all of the above (30% design) and the following required for 60% design:

This submittal will include all elements in the 30% design and will also include all elements necessary to confirm the general constructability of the selected design alternative. In particular, the following items will be included with or on the construction plans:

- Proposed topography and site improvements, including identification of any improvements proposed to be removed.
- Proposed environmental features (including trees, critical environmental features, waterways and wetlands) within 150' of the project and also identification of any environmental features proposed to be removed or impacted.
- Accurate location (horizontal and vertical), size and configuration of all proposed infrastructure and function-specific construction areas for the selected design alternative, including calculations necessary to confirm the adequacy of that design.
- Detailed geotechnical information for the selected design alternative.

- Detailed description of real estate impacts, solutions and needs, including identification of all affected parties.
- Preliminary description and layout of controls and strategies needed to comply with all City, county, state or federal regulations (e.g., erosion/sedimentation controls, tree preservation plan, temporary traffic control plan, pollution prevention plan).
- Final assessment of channel stability needs, if project is in a Critical Water Quality Zone or the 100-year floodplain.
- Detailed information on methods of construction.
- Construction details necessary to confirm constructability of the selected design and proposed specifications and bid documents.
- All information will be certified as accurate for the intended purposes by the appropriate design professional, using language acceptable to the City.

### **Preliminary Informal Review - 90% Design Stage**

To include all of the above (60% design) and the following required for 90% design

This submittal will include all elements in the 60% design and will also include all elements necessary to ensure complete compliance of the project with all applicable regulations, except for payment of applicable fees and formal approvals from applicable governmental agencies. In particular, the following items will be included with or on the construction plans:

- Final depiction of post-construction topography and site improvements, including identification of all improvements being removed.
- Final depiction of post-construction environmental features (including trees, critical environmental features, waterways and wetlands) within 150' of the project and also final identification of any environmental features to be removed or impacted.
- Approved location (horizontal and vertical), size and configuration of all proposed infrastructure and function-specific construction areas for the selected design alternative.
- Final geotechnical information for the selected design alternative.
- Final detailed and quantitative description of real estate impacts, solutions and needs, including identification of all affected parties.
- Final description and layout of controls and strategies needed to comply with all City, county, state or federal regulations (e.g., erosion/sedimentation controls, tree preservation plan, temporary traffic control plan, pollution prevention plan).
- Inclusion of all required construction notes.
- Final construction details, specifications and bid documents.
- All information will be certified as accurate for the intended purposes by the appropriate design professional, using language acceptable to the City.

### **Preliminary Informal Review -100% Design Stage**

To include all of the above (90% design) and the following required for 100% design:

This submittal will include all elements in the 90% design and will also include all remaining elements necessary to allow approval by all applicable governmental agencies. This includes, but is not necessarily limited to, confirmation of approvals from governmental agencies not formally signing the construction plans. If this submittal does not contain all of the necessary elements, including "conformed" documents, or if it differs to any substantive degree from the 90% complete submittal, it will be rejected.

- All information will be certified as accurate for the intended purposes by the appropriate design professional, using language acceptable to the City.

### **Formal Project Submittals:**

Submittals for Formal Review of a proposed project must be made at Intake and must be at 100% design stage.

**EXHIBIT VI  
GENERAL CONSTRUCTION NOTES**

- Contractor must obtain Right-of-Way Excavation Permits, for each Right-of-Way excavated, from the City of Austin Transportation Department – Right-of-Way Management Division (512-974-7265) prior to commencement of work. Contractor shall provide a One Call Center confirmation number.
- Prior to any directional drilling or boring, Contractor must contact the City of Austin Transportation Department - Construction Inspection Division (512-974-7161) to schedule a mandatory Pre-Bore Inspection.
- City of Austin utilities require a minimum 2' (foot) vertical and 5' (foot) horizontal separation distance, measured from outer diameter to outer diameter. Any variance/waiver from City Utilities criteria must be obtained in writing and submitted to the City of Austin Transportation Department – Right-of-Way Management Division (512-974-7265).
- All street trench repairs are to be done in accordance with City of Austin Standard Details from the 1100 Series.
- All trench repair in unfinished surfaces to be done in accordance with City of Austin Standard Detail 510S-5.
- For excavation within 100 feet of a moonlight tower or within 100 feet of a guy wire supporting a moonlight tower, excavation or construction plans and sequencing information that demonstrates that the moonlight tower will be adequately protected from damage during excavation or construction must be submitted for approval to City of Austin- Austin Energy (512-505-7611).
- Verify the location of underground utilities at least 100' (feet) in advance of all proposed utility crossings, and also locations where the proposed facilities are depicted to run parallel to and within five feet of existing facilities.
- Contractor shall notify the Department of Transportation Department, Right-of-Way Management Division at 974-7161 prior to the installation of any facility within a drainage easement or street R.O.W. The methods of placement and compaction of backfill in the City's R.O.W. must be approved prior to start of the backfill operation.
- For slopes or trenches more than five (5) feet in depth, a note must be added to the General Construction Notes stating that: "All construction operations shall be accomplished in accordance with the City of Austin Standard Specifications Item No. 509 and application regulations of the U.S. Occupational Safety and Health Administration (OSHA)". Copies of the OSHA Standards may be purchased from the U.S. Government Printing Office, Information and Related reference Materials may be purchased from OSHA, 611 E. 6<sup>th</sup> Street, Austin, Texas.

Developer Information

Owner: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
OWNER'S REPRESENTATIVE RESPONSIBLE FOR PLAN ALTERATIONS

Name \_\_\_\_\_ Phone \_\_\_\_\_  
PERSON OR FIRM RESPONSIBLE FOR EROSION/SEDIMENTATION CONTROL MAINTENANCE.

Name \_\_\_\_\_ Phone \_\_\_\_\_  
PERSON OR FIRM RESPONSIBLE FOR TREE/NATURAL AREA PROTECTION MAINTENANCE.

**EXHIBIT VII  
UTILITY COORDINATION  
SMALL PROJECT INSTRUCTIONS**

For projects over 25 linear feet (l.f.) inside the DAPC area and less than 300 l.f. and under 3000 square feet total impact area outside of the DAPC with noted conflicts, the following is required for submission:

- ☐ Contact Name
- ☐ Phone
- ☐ Fax
- ☐ E-mail
- ☐ Site location map clearly indicating the precise location of tract (4"x4" minimum size)
- ☐ Scope of Project
- ☐ North arrow on all plan sheets and location map.
- ☐ Property owner(s) name, address/telephone number.
- ☐ Designer(s) company name, address/telephone number.
- ☐ Ranges of street addresses, if not covered in plan and profile sheets.
- ☐ Proposed location from ROW or property line in a legible format. (This will be used to determine if proposed alignment is too congested or in conflict with upcoming projects.)
- 6. One plan set at a minimum of 11" x 17" and a copy of the cover letter for each reviewer indicated in your completeness check form delivered to Intake at One Texas Center, 4<sup>th</sup> Floor. Please call for an appointment at 974-2681 or 974-2689.
- ☐ Legible professional engineer's seal and signature (if applicable).
- ☐ Texas Department of Transportation (TxDOT) stationing, if project is located within a State-maintained R.O.W. (call 832-7042 for further information on stationing).
- ☐ Approval Blocks
  - o Approval block for General Permit Program Coordinator

For all projects over 300 linear feet or 3000 Square feet total impact area, refer to the following pages for submittal instructions.

**\*\*All small projects exemptions are required to submit a related General Permit Program Small Project Exemption Form to the General Permit Coordinator. See page 4, item 6 for instructions and form for notification.**



## EXHIBIT VIII

### **GENERAL PERMIT PROGRAM** **CORRECTION REQUEST INSTRUCTIONS AND FORM**

#### **Step 1...**

Fill-out/complete **"General Permit Correction Request Form"**. All information requested on the form must be provided. Additional specific information regarding the correction(s) may be submitted in memo form as an attachment. For help in completing the form and assembling the submittal, refer to **"General Permit Correction Request Checklist"**. An incomplete submittal may create a delay in processing.

#### **Step 2...**

Mark-up existing plans in order to clearly indicate requested correction(s).

All requested corrections are to be marked in red on a copy of the permitted plan sheet(s). Plan revisions made electronically and plotted onto new sheets must be clouded and labeled as revisions, then highlighted on submittal plan sheets. All sheets affected by the proposed correction(s) must be submitted for review, including a copy of the signed cover sheet with the revisions clearly noted in the Corrections Record. Utilize General Permit Program Corrections Record provided on cover sheet to track General Permit Program Coordinators approval of each Correction.

#### **Step 3...**

All Correction Requests must be submitted through the associated General Permit Program Coordinator / Case Manager for the initial project approval, at One Texas Center, 4th floor. Additional General Permit Program Correction Request Forms and Instructions are available at the Development Assistance Center lobby, located at One Texas Center, 1<sup>st</sup> floor. Correction Request submittal packet must include five complete sets of full size mark-up set, back-up documentation as necessary, and the Correction Request Form completed and signed by the applicant.

Each Correction Request Submittal will be considered approved following signature by associated General Permit Program Case Manager on both the Request Form and the General Permit Program Corrections Record on the plan set cover. Five distribution sets are required, to be supplied by the applicant, at the time of approval

#### **Contact Information...**

##### **General Permit Program**

O.B. McKown, Program Coordinator / Case Manager  
General Permit Program  
City of Austin  
One Texas Center  
505 Barton Springs Road  
Phone: 512.974.6330  
Suite 400, Reception Area (4<sup>th</sup> floor)  
Austin, TX 78704  
E-mail: ob.mckown@austintexas.gov

Mark Baker, General Permit Program  
Senior Environmental Reviewer / Case Manager  
General Permit Program  
City of Austin  
One Texas Center  
505 Barton Springs Road  
Phone: 512.974.6356  
Suite 400, Reception Area (4<sup>th</sup> floor)  
Austin, TX 78704  
E-mail: mark.baker@austintexas.gov

## EXHIBIT VIII CONTINUED

### **GENERAL PERMIT PROGRAM** **CORRECTION REQUEST INSTRUCTIONS AND FORM**

1. Cover letter/transmittal requesting Correction(s), including:
  - A. Project information
    1. Project name (from plan cover sheet)
    2. CoA Development Permit number (from plan cover sheet)
    3. Owner contact person, including phone number (from plan cover sheet)
  - B. Contact information for general contractor/submitting entity
    1. Company name
    2. Contact person
    3. Phone number
    4. Fax number
    5. E-mail address, if applicable
  - C. Reason for correction(s)
  - D. Statement that correction(s) complies with the current Code of the City of Austin and Environmental Criteria Manual.
  - E. Statement that all newly proposed temporary and permanent erosion and sedimentation controls are subject to inspection and approval by the General Permit Program Inspector. Statement that the cost of the controls is subsidiary to the remainder of the project or has been approved as a change order (include relevant approval).
2. **For a correction(s) that expands the limits of construction (LOC) to incorporate a previously unpermitted area, cover letter/transmittal should also include:**
  - A. Executed easement document, with sketch attached
  - B. If an easement will not be secured, an approval letter or executed right of entry agreement may be substituted for the easement document. For commercial properties, letter must be submitted on appropriate letterhead. Approval letter must be prepared by the property owner/agent and include the following elements.
    1. Project name
    2. Tax parcel number for property included in approval
    3. Approval of use and duration of approval
    4. All conditions placed on the approval, if any
    5. Location of correction(s) within overall project
  - C. Plan/sketch/plat of additional area, drawn to scale, that includes the following elements. (Elements may be added to easement sketch, if scale is appropriate.)
    1. Scale of plan
    2. North arrow
    3. Dimensions of boundaries
    4. Existing ground surface conditions (pavement, native grasses, etc.)
    5. All relevant vegetation shown and labeled
      - (a) Woody vegetation located within or immediately adjacent to the LOC
      - (b) Trees located within the LOC (8" caliper and over, or as required by City regulations)
      - (c) Trees with critical root zones (CRZ) extending into the LOC (8" caliper and over, or as required by City regulations)
      - (d) If no relevant vegetation exists, state on plan
      - (e) All vegetation shown on plan should be noted/labeled as removed or retained
    6. Temporary erosion/sedimentation controls (E/S) and tree protection fencing (TPF) shown and labeled
    7. Stabilized entry, if applicable
  - D. Statement specifying permanent E/S controls, i.e. seeding, matting, etc. (with areas shown and labeled on plan, if applicable)

E. **Completed General Permit Correction Request Form**

- F. For additional areas proposed to be utilized for temporary staging and equipment and materials storage for a permitted project, submittals must be in compliance with current Development Services Department policy. Contact the General Permit Program Coordinator for additional information and requirements prior to submittal of correction for these areas.

3. **Approved General Permit plan set sheets, redlined**

- A. If modified, all sheets previously sealed and signed by a professional must be re-sealed and re-signed as a part of the revision.
- B. Project cover sheet, including General Permit Program approval signature, with appropriate Corrections Record entry
- C. All permitted plan sheet(s) covering areas where correction(s) is proposed with the correction location(s)
- D. For areas proposed for addition outside approved LOC, which are too remote from the project to be included on existing plan sheets, redline the cover sheet to indicate the additional area(s) on the location map and to provide sufficient references to the accompanying support documentation

**EXHIBIT VIII CONTINUED**  
**GENERAL PERMIT PROGRAM**  
**CORRECTION REQUEST FORM**

**Departmental Use Only**

☐ Approved (GPP Office)                      ☐ Rejected (see comments)                      ☐ Approval with Conditions

☐ Reviewed by (General Permit Program): \_\_\_\_\_ Date: \_\_\_\_\_

☐ Reviewed by (Temporary Traffic Control): \_\_\_\_\_ Date: \_\_\_\_\_

☐ Reviewed by (Utility Coordination): \_\_\_\_\_ Date: \_\_\_\_\_

☐ Reviewed by (other, as assigned): \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

I, \_\_\_\_\_ do hereby certify I am the ☐ owner, ☐ owner's agent for this project and in that capacity submit this correction request. These changes are considered an administrative correction in accordance with Section 25-5-61 of the Code of the City of Austin.

Address: \_\_\_\_\_ Project Name: \_\_\_\_\_

Legal Description/Tax Parcel #: \_\_\_\_\_

CoA Development Permit #: \_\_\_\_\_ Correction #: \_\_\_\_\_

**Description of Correction(s):** Provide a detailed description of proposed correction(s) in the space provided below or in a letter or memo format. (Attach redlined copy of each sheet affected by the proposed correction(s), along with a copy of the signed cover sheet. Refer to General Permit Correction Request Instructions and General Permit Correction Request Checklist.)

Furthermore, I certify and acknowledge that:

1. I am aware that the approval of this correction request does not constitute authorization to violate any provisions of the Code of the City of Austin, Environmental Criteria Manual, or other applicable requirements.
2. Owner / Owner's Agent will be responsible for and required to notify by certified letter the original engineer, architect, landscape architect, and/or designer (if not the original consultant of the documents). Notification must include complete correction packet.

Signature of Owner / Owner's agent: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Owner / Owner's agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Owner / Owner's agent: \_\_\_\_\_ Fax: \_\_\_\_\_

**EXHIBIT IX**  
**SAMPLE FLOW OF EVENTS FOR GENERAL PERMIT SUBMITTALS**

Submit all projects to AULCC for consideration prior to formal submittal  
unless waived by AULCC Coordinator



Submit all projects to Intake for formal AULCC Completeness Check Review.  
A waiver report will be issued if all comments from AULCC were addressed for the formal submittal



Once projects have been approved by AULCC  
Submit to Intake for a General Permit Program Completeness Check by assigned GPP Case Manager  
A completeness check report will be issued by the GPP Case Manager indicated the assigned reviewers



Upon Approval for Completeness Check by AULCC and the  
General Permit Coordinator, Submit all Projects for the Formal Review  
to Intake for Distribution to Program Reviewers identified in the Completeness Check Report



All Initial Formal Reviews will be completed within 28 Days. Associated Case Manager will issue a Case Master Report  
Will be sent to Primary Contact and any Additional Contacts on the Application with all Reviewer Comments  
and Instructions for Submittal of 1<sup>st</sup> Update, unless Plans are given  
Approved Status by All Reviewers for 100% Completion.



Formal Update Reviews  
All Update Reviews will be completed within 14 days.

1<sup>st</sup> Formal Update Submitted to Intake Responding to All Reviewer Comments.  
Case Manager will issue a Case Master Report showing status of the update review  
Will be sent to Primary Contact and any Additional Contacts on the Application with all Reviewer Comments  
and Instructions for Submittal of 2<sup>nd</sup> Formal Update, if required, unless Plans are given  
Approved Status by All Reviewers for 100% Completion.



2<sup>nd</sup> Formal Update Submitted to Intake Responding to All Reviewer Comments.  
Case Manager will issue a Case Master Report showing status of the update review  
Will Be Sent to Primary Contact and any Additional Contacts on the Application with all Reviewer Comments  
and Instructions for Submittal of 3<sup>rd</sup> Formal Update, if required, unless Plans are given  
Approval by All Reviewers for 100% Completion.



Final Formal Update (100%) Submitted to Intake Responding to All Reviewer Comments.  
Case Manager will issue a Case Master Report showing status of the update review  
Will Be Sent to Primary Contact and any Additional Contacts on the Application  
If all remaining Reviewer Comments were addressed - Final Approval by the General Permit Program Coordinator.  
The General Permit Program Coordinator will issue the Development Permit and sign the reproducible set/s of the project  
plans by appointment with the Applicant. Instructions for contacting the Case Manager to schedule are in the Master Report.

## **IMPORTANT NAMES AND NUMBERS**

### **Development Services Department** **Land Use Review Division**

#### **General Permit Program**

OB McKown – Program Coordinator  
Case Manager  
One Texas Center  
505 Barton Springs Rd.  
4th Floor  
Austin, TX 78704  
512-974-6330

Mark Baker - Environmental Review Sr  
Case Manager  
One Texas Center  
505 Barton Springs Rd.  
4th Floor  
Austin, TX 78704  
512-974-6356

Cindy Casillas  
Administrative Support  
One Texas Center  
505 Barton Springs Rd.  
4th Floor  
Austin, TX 78704  
512-974-3437

#### **Intake and Distribution**

Roderick Burns – Supervisor  
One Texas Center  
505 Barton Springs Rd.  
4th Floor  
Austin, TX 78704  
512-974-2689

### **Transportation Department** **Right-of-Way Management Division**

#### **Austin Utility Location and Coordination Committee (AULCC)**

Greg Pepper – Supervisor  
AULCC Coordinator  
One Texas Center  
505 Barton Springs Rd.  
8th Floor  
Austin, TX 78704  
512-974-7282

Jason Redfern - Division Manager  
One Texas Center  
505 Barton Springs Rd.  
8th Floor  
Austin, TX 78704  
512-974-7265

