



Plans not containing the required information will slow the process and will require plan to be modified to City of Austin (“City”) standards or may be returned.

- An engineer or architect must sign, seal and date all plans, certifying at the time of submittal that the improvements will meet ADA criteria.
- Plans should include all existing water and wastewater mains, service lines, meter and cleanout locations. Information can be obtained from Austin Water Utility’s Maps and Records and Taps Office at the Waller Creek Center, located at 625 East 10th Street.
- All submittals must comply with City, State, and Federal laws.
- Submittals must meet the minimum criteria, standards, and guidelines in all City manuals. This includes but is not limited to City Standards & Specifications, the Transportation Criteria Manual (TCM), and the Environmental Criteria Manual (ECM).

- City Standards Manual:

<https://library.municode.com/index.aspx?clientId=15309>

- City Standard Specifications Technical Manual:

<https://library.municode.com/index.aspx?clientId=15308>

- City Environmental Criteria Manual (ECM):

<https://library.municode.com/index.aspx?clientId=15306>

- City Transportation Criteria Manual (TCM):

<https://library.municode.com/index.aspx?clientId=15310>

These Code documents and more can be found at <https://www.municode.com/library/tx/austin>, or at <http://austintexas.gov/department/online-tools-resources>, under “City Codes”.

Please note that all the above links are current as of the effective date of this application but may have been updated or moved in the interim.

• Drawings and Plans must include:

- 1) All spatial dimensions to detail the full extent of the Improvements.
- 2) A profile view.
- 3) A North arrow
- 4) Drawn to scale and fully annotated.
- 5) Adherence to other basic practices of traditional engineering.

• Upload a Full Site Plan Set in a PDF Format.

Choose the section that applies to your project and provide ADDITIONAL information, if required:

_____ **Handicap Ramps.** Essential elevations must illustrate ramp requirements.

_____ **Fiber Optic Cable/Conduit Cable.** Site plans must detail the location of cable.

_____ **Improvements and/or Encroachments into Public Property.** INCLUDING: Fences, columns, roof drains, etc. EXCLUDING: Landscape and irrigation.

_____ **Monitoring Wells.** Detailed plans of monitoring wells (8½" x 11").

_____ **Sidewalk Café.** City Code Chapter 14-4 relates to the regulation and permitting of sidewalk cafés. Sidewalk café permits are reviewed and issued by the Austin Transportation Department Right-of-Way Division (contact Jason Redfern, (512) 974-7020). Sidewalk cafés that do not meet the criteria and requirements for a permit under Chapter 14-4 may in some cases fall under a License Agreement as reviewed by Land Management Department of DSD. Please contact LandManagement2@austintexas.gov for more information.

_____ **Tie Backs.** Applicant is required to schedule a meeting with staff to discuss this project. Please contact LandManagement2@austintexas.gov.

_____ **Landscape and Irrigation.** Please provide the following:

_____ Landscape Construction Detail Drawings. Include:

- Type and size of plants/grass/trees.
- Location of landscaping.
- Use well-adapted drought tolerant species or native plants. Please refer to [Appendix N](#) of the Environmental Criteria Manual (ECM).
- Trees should be "Class I". Please refer to [Appendix F](#) of the ECM.
- Plans for landscaping must be signed and sealed by a Landscape Architect.

If **other improvements are included** with landscaping (e.g., awnings, retaining walls, handicap ramps, roof drains), plans for the improvements must be signed and sealed by an Engineer or Architect.

_____ Irrigation Construction Detail Drawings. Include:

- Type of head.
- Type of material.
- Size of all appurtenances and piping.
- Depth, location, etc., in accordance with "[Landscape/Irrigation Notes](#)", [Appendix O](#) of the [Environmental Criteria Manual \(ECM\)](#).
- Freeze sensor shut-off.
- Install piping at minimum 2' away from the back of curb.
- Locate mainlines, valves, and valve boxes on the owner's side of the property line wherever feasible.
- Sites within three miles of Lady Bird Lake or Lake Austin usually have high pressure. Plan to install an adjustable pilot-type pressure regulator downstream from the double check valve.
- Plans for irrigation must be signed and sealed by a Licensed Irrigator for irrigation drawings.

If **other improvements are included** with irrigation (e.g., awnings, retaining walls, handicap ramps, roof drains), plans and details for the improvements must be signed and sealed by an Engineer or Architect