

## COVER SHEET

- General Project Information.** Project name, address, name of applicant/owner, and legal lot information (recorded plat or land status determination letter).
- General Location Map.** Include grid number.
- Water System Information** (if applicable). Water system pressure zone, average and maximum static pressures (information available at Austin Water's [Records Access Application](#)).
- Wastewater Basin or Watershed Drainage Basin.** Information available at Austin Water's [Records Access Application](#)
- Fire Protection.** Based on the International Fire Code and verified by Austin Fire Department. Include results from fire line or fire suppressing sprinklers testing (if applicable).
- TxDOT Right-of-Way Permit (if applicable).**
- Applicable Signature Blocks.** Austin Water Tap Plan Review, Austin Water Industrial Waste, and Fire Department.

## PLAN SHEET

- Planimetric View.** The printable sheet size for plans and profile sheets shall be 22 x 34 inches. The plans must be to scale per [AWU UCM 2.5.1.F.3](#) with north arrow.
- Site Information.** Property lines (for the entire site), existing and proposed easements (with recorded document numbers), Right-of-Way (ROW) dimensions.
- Building(s) Information and Labels.** Footprint, total building area (in squared feet), number of bathrooms (residential only), number of fixture units (commercial only), and proposed use (commercial only). Each building must be labeled (e.g., main home, [accessory dwelling unit](#) (ADU), [accessory use unit](#) to the main home or ADU, duplex, etc.)
- Street Names and Alleys.** Label all streets and alleys.
- Mailing Addresses.** For each dwelling or commercial unit, contact [City addressing](#) if unsure.
- Surface and Underground Improvements.** Existing and proposed sidewalks, retaining walls, fences/walls, driveways, landscape areas, etc. Indicate if paying in lieu of building sidewalks.
- Trees.** Show all trees on property, include size, Critical Root Zone (CRZ), and type. Tree permits may be required, see [City Arborist](#) for more information.

- Tree Root Barriers** (if applicable). For proposed mains and services within 10 ft. of a tree. Tree barriers shall be placed on all sides of the planting zone of the tree and no closer than seven (7) feet from the tree trunk of the tree. Utility lines shall not be placed closer than two (2) from the tree barrier. A tree permit may be required, see [City Arborist](#).
- Existing Utilities**. Show all existing underground utilities to include storm water, gas, electric, etc. Water and wastewater infrastructure must include; intersections, material, and size. Information may be available at Austin Water's [Records Access Application](#)
- Contour Lines**. To adequately describe the area's topography.
- Wastewater Elevations** (if applicable). Flow line elevation(s) of existing and proposed cleanout(s) at property line, finished floor elevations.
- Dimensions**. Horizontal dimensions from proposed service line(s) to the nearest lot corner along the Right-of-Way.
- Proposed Service Line(s)**. Include method of connection, pipe size, material, fittings, and appurtenances (e.g., pressure reducing valves, backflow prevention assemblies, cleanouts, etc.)
- Water Meters**. [Size](#) and location. Include water meter numbers for all existing water meters to be relocated.
- Applicable Water Demands** (gpm). Domestic, irrigation, fire flow. Include a breakdown of [Water Supply Fixture Units \(WSFU\)](#) per fixture type.
- Service Lines to Be Abandoned**. Call out all service lines to be abandoned.
- Backflow Prevention** (if applicable). For sites with alternative source(s) water and/or potential health hazards. Indicate the presence of required backflow prevention assemblies.
- Asbestos Note** Prior to the handling and disposal of asbestos *main piping*, the contractor's work plans shall be reviewed and coordinated through Austin Water's Asbestos Program Manager, who can be reached at 512-972-0915. It is the contractor's responsibility to utilize a trained, certified and licensed abatement contractor in accordance with the Federal, State and Local regulations.

## STANDARD DETAILS AND GENERAL NOTES SHEET

- Details**. Applicable standard details, [500 series only](#).
- General utilities notes**. Available at Austin Water's [Records Access Application](#)

## ADDITIONAL FORMS

- WWWSPV Form.** A Water and Wastewater Service Plan Verification (WWWSPV) Form for residential properties must be submitted as part of the tap plan review application. Please contact the Taps Permitting Office for more information [AWTaps@austintexas.gov](mailto:AWTaps@austintexas.gov)

## SUBMITTALS, REVISIONS, AND CORRECTIONS

- A B+C Portal.** All new tap plan applications, revisions, and corrections must be submitted via the [Austin Build and Connect Portal](#) and by the engineer of record. See [AW's AB +C User Guide for Engineered Tap Plans and Water Meter Upgrades](#) for more information.

## RESOURCES

- Ten Top Reasons for Rejection.** The top ten types of comments issued to applicants can be located in our "[Top 10 Most Common Review Comments for Plan Review](#)" document.