

Water District Review

Pre-Application for Consent to Creation of a Water District



City of Austin
Planning and Zoning Department

December 2006

GENERAL OVERVIEW

ORDINANCE REFERENCE: Chapter 25-9, Article 2, Division 2 of the Austin City Code

DEADLINE: None, applications may be submitted anytime during business hours.

HOW TO APPLY: To request a preapplication review with City staff prior to filing a petition for the creation of a water district, please submit this application at least 30 days prior to the date you intend to submit the petition. Call 974-6338 or 974-2681 to request an appointment with the Intake staff to submit the application. Please inform the MUD coordinator of your appointment so that he may be present to provide assistance to the Intake staff.

CASE NUMBER: A case file is coded with a numerical sequence similar to:

C12m-87-25

Where: C12m = prefix code for MUD cases
 -87 = Year case is submitted
 -25 = Specific case number

The Planning and Zoning Department MUD Coordinator maintains all Water District files

WHO IS RESPONSIBLE: The MUD Review Section of the Current Planning Division of Planning and Zoning Department.

WHERE ARE THEY LOCATED: One Texas Center
 505 Barton Springs, 5th Floor
 Austin, TX 78704

HOW TO OBTAIN INFORMATION: Contact the MUD Coordinator at 974-2022

ARE APPOINTMENTS NECESSARY? Yes

WHAT IS THE ROLE OF THE MUD COORDINATOR? Acting as the City Manager's designee, the MUD Coordinator is your contact person. He orchestrates the responses to your request from all City Departments and other review authorities (e.g. County, School District). He also prepares summary reports and makes presentations to the various boards and commissions and to the City Council. He schedules the request for all agenda deadlines and attends the meetings in order to facilitate the review.

INSTRUCTIONS

APPLICATION FORM: Type or clearly print all information in Section 3. Submit this completed document with the materials listed in the Submission Requirements (Section 4) and the Submittal Verification Form (Section 5) and the review fees.

FEES: None

ETHICS AND FINANCIAL DISCLOSURE INFORMATION: If you or your agent/representative were a City employee or official within the past 24 months, you may be subject to the Ethics and Financial Disclosure Ordinance (860717-X). Copies of this ordinance may be obtained by calling the City Clerk's office at 974-2210.

APPLICATION FOR WATER DISTRICT REVIEW**PROJECT INFORMATION (Departmental Use Only)**

Filing Date: _____ File Number: _____

District Type: _____ MUD _____ WCID _____ Other (Note)

Application Type:

- Pre-application for creation of a water district
- Application for creation of a water district
- Land plan revision eligible for administrative approval
- Amendment to a consent agreement (may include a land plan revision requiring City Council action)
- Out-of-district service
- Annexation to a water district

GEOGRAPHIC REFERENCE & OTHER DATA

District Name: _____

County: _____

In City? _____ Yes _____ No ETJ? _____ 2-Mile _____ 5-Mile

City Grid Map No(s): _____

Tax Plat No(s): _____

Traffic Serial Zone(s): _____

Water Pressure Zone: _____

Watershed(s): _____

In Recharge Zone _____ Yes _____ No

School District: _____ Fire District: _____

Projected population _____

Projected tax rate _____

District bonds _____

Contract bonds _____

Projected monthly surcharge _____

Proposed Water Source (Check one): City System Ground SurfaceProposed Wastewater Service (Check one): City System Package Plant
 Septic Spray Irrigation

**SUBMISSION REQUIREMENTS FOR PRE-APPLICATION REVIEW
OF CREATION OF A WATER DISTRICT**

- I. Completed application forms (Sections 3 & 5).
- II. Twenty (20) separately compiled and arranged packets containing the following information shall be submitted with the preapplication for consent to creation of a water district.
 - A. A **Summary** of the following information:
 - 1. the name of the proposed district;
 - 2. the acreage of the proposed district;
 - 3. the name and phone number of the applicant;
 - 4. the name and phone number of the applicant's agent;
 - 5. the name and phone number of the applicant's engineer;
 - 6. the person to contact and phone number if different from the applicant;
 - 7. a location map showing the boundaries of the proposed district and the limited and full purpose city limits; and identification of the proposed district by appropriate City grid numbers;
 - 8. existing population;
 - 9. projected population;
 - 10. projected number of residential units by type;
 - 11. average residential density using the combined area of residential tracts and open space adjacent to the residential tracts as the basis for the calculation;
 - 12. projected number of living unit equivalents (LUEs) of water and wastewater;
 - 13. proposed nature of water and wastewater service (City system, individual or community water supply, ground or surface water supply, package plant, septic tanks, etc.);
 - 14. proposed water and wastewater rates;
 - 15. projected monthly surcharge/special rate;
 - 16. projected tax rate;
 - 17. preliminary cost estimates of proposed improvements;
 - 18. bond issue requirements for district bonds and contract bonds; and
 - 19. a brief statement explaining justification for creation of the district.
 - B. **Water and Wastewater Information** as follows:
 - 1. the number of LUEs within the district, using the City Water and Wastewater Department's design criteria for LUEs by:
 - a. watershed
 - b. water pressure zone
 - c. drainage basin
 - d. land use categories
 - 2. a map showing the proximity of the district to the existing City water and wastewater service area;

- C. A **Land Use Plan** including the following items:
1. a plan depicting arterial and collector streets and identifying proposed land uses for each tract of land within the district;
 2. Each tract shall be identified by one of the land use categories listed below:
 - a. SF—Single family detached (specify density)
 - b. DUP-- Duplex (specify density)
 - c. MF--Multi-family residential (specify density)
 - d. OFC--Commercial-office
 - e. RET--Commercial-retail
 - f. COMM—Commercial-other (specify type);
 - g. IND--Industrial
 - h. GRBLT—Greenbelt, park/open space
 - i. PUB—Public/quasi-public facility (specify type; e.g. fire station, elementary school, utility sites, including irrigation fields);
 - j. ROW—Right-of-way
 3. Each tract proposed for residential use shall note the average and maximum number of units proposed for the tract.
- D. The applicant shall supplement the application and any information required by this Section on a timely basis should changes in the proposed district render any information previously filed inaccurate or misleading.

SUBMITTAL VERIFICATION FORM

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.

Date

Signature

Name (Typed or Printed)

Firm