

Water District Review

Application for Administrative Review of a Land Plan Revision



City of Austin
Planning and Zoning Department

July 2012

GENERAL OVERVIEW

CITY CODE REFERENCE: Chapter 25-9, Article 2, Division 5 of the Austin City Code (§25-9-254)

DISTRICT REFERENCE: Please refer to the district's consent agreement and amendments, if any, to identify any additional provisions that may apply.

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

HOW TO APPLY: A consultation with the MUD coordinator is recommended prior to submittal. Call (512) 974-6338 or (512) 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.

RESPONSE TIME: The Director of the Planning and Zoning Department shall approve or deny the request within 14 days after receipt. If the request is approved, the applicant shall submit a copy of the revised Land Use Plan to the Director for his or her signature. The copy must be on Mylar and capable of being reproduced. The reviewed Land Use Plan shall be effective when signed by the director.

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 (512) 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 fee.

FEE: See [Current Fee Schedule](#) for Applicable Fees

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 (512) 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 Surface
 Proposed Wastewater Service (Check one): City System Package Plant
 Septic Spray Irrigation

**SUBMISSION REQUIREMENTS FOR
ADMINISTRATIVE REVIEW OF A LAND PLAN REVISION**

- I. Completed application forms (Sections 3 & 5).
- II. Applicable review fee.
- III. One set of full-size tax maps from the appraisal district with the subject parcel(s) clearly outlined
- IV. A list of the names and mailing addresses of all owners of property within three-hundred feet (300') of the subject property, according to current appraisal district records.
- V. Twelve (12) packets containing the following information shall be submitted with the petition for administrative review of a land plan revision:
 - A. A **Summary** of the following information:
 1. the name of the district;
 2. the acreage of the 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. 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;
 7. existing population;
 8. projected population;
 9. projected number of residential units by type;
 10. average residential density using the combined area of residential tracts and open space adjacent to the residential tracts as the basis for the calculation;
 11. projected number of living unit equivalents (LUEs) of water and wastewater;
 - B. A **legible Proposed Land Use Plan** for the entire district, clearing defining any proposed revisions, and meeting the following specifications:
 1. Drawn to 1"=200' scale, or 1"=400' scale if the district is larger than 640 acres, and 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.
- C. A tabular comparison between the approved and proposed plan comparing:
1. LUEs or water and wastewater capacity as defined in the applicable consent agreement;
 2. land uses by acreage;
 3. the number of dwelling units by residential category; and
 4. residential density within each residential category
- D. A report demonstrating compliance with the following:
1. the proposed revision does not increase residential density above the maximum residential density established by the approved Land Use Plan;
 2. the proposed revision does not increase the acreage of nonresidential land uses above the maximum established by the approved Land Use Plan;
 3. the proposed revision includes only land uses shown on the approved Land Use Plan unless the proposed use would be permitted in the most restrictive City of Austin zoning district, as determined by the Director, that permits the approved uses;
 4. the proposed revision does not show incompatible land use relationships within or adjacent to the district, in the opinion of the Director;
 5. the proposed revision does not negatively impact publicly dedicated parkland or greenbelt, in the opinion of the Director;
 6. the proposed revision does not increase development intensity within a water quality zone above what is shown on the approved Land Use Plan;
 7. the proposed revision does not increase the City's commitment for water and wastewater services, as measured in LUEs or capacity defined in the applicable consent agreement, above the level required to serve the approved Land Use plan or as established in the consent agreement; and
 8. the proposed revision does not require an amendment to the Roadway Plan, result in the misalignment of roads connecting to adjacent land included in an approved preliminary subdivision plan or final plat, or, in the opinion of the Director, increase traffic above the capacity of existing or funded roadways.
- V. A copy of the resolution from the board of directors of the water district approving the land plan revision.
- VI. If the revision is approved, the applicant shall submit a reproducible Mylar and 5 large-format copies of the revised Land use Plan to the Director for his or her signature, and the revised Land Use Plan shall be effective when signed by the Director.

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