

15.4 Water and Wastewater Tap Plan Applications

(A) An applicant may file a Tap Plan application for the installation of water, reclaimed water, or wastewater services for review and approval. A standalone Tap Plan application without an accompanying Site Development Permit shall be limited to the scope of work allowed under the requirements of Site Plan Exemption as provided under Section 25-5-2 of the Land Development Code. Austin Water shall review the Tap Plan application in accordance with the following general guidelines:

1. Initial Tap Plan submittals shall be reviewed for completeness within 10 business days.
 - (a) If an application is deemed incomplete, deficiencies will be identified and must be corrected by the applicant within 45 calendar days of the initial submittal or the application shall expire.
 - (b) Applications deemed complete shall file for formal review within 45 calendar days of the initial application or the application shall expire.
2. Staff will complete initial technical review of submittals within 20 business days of formal submittal.
3. An applicant may file an update to a Tap Plan not later than one year after the date the application is filed.
4. Staff will complete review of updates filed to address staff comments in 10 business days
5. Once all plan deficiencies have been addressed, staff may approve and release the tap plan.
6. Construction of the Tap Plan improvements shall commence within one year of approval or the application shall be considered expired.
7. An application that has expired must be resubmitted as a new permit application.

15.5 Timeliness of Update Submittal for Tap Plan Applications

(A) An applicant shall file a formal update with the City of Austin in compliance with the timelines set forth below or the application shall be considered inactive:

1. Update one shall be filed no later than the 30th business day after the final case comment report is issued by the City.
2. Update two shall be filed no later than the 20th business day after the final case comment report is issued by the City in response to update one.
3. Update three shall be filed no later than the 15th business day after the final case comment report is issued by the City in response to update two.
4. All subsequent updates shall be filed no later than the 15th business day after the final case comment report is issued by the City in response to the previous update.

(B) The director of Austin Water may alter the deadlines in (A) based on good cause.

(C) Projects deemed inactive shall pay a reactivation fee prior to continuing the processing of the application.

15.6 Update Fees for Tap Plan Applications

(A) All projects requiring the submittal of a fourth (4th) formal update shall require payment of an update fee prior to continuing process of the application.