



AUSTIN WATER UTILITY
Utility Development Services Division
625 East 10th Street, Suite 715
Austin, Texas 78701

<http://www.austintexas.gov/department/alternative-wastewater-collection-systems>

(512) 972-0207

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**SUBMITTAL CHECKLIST
FOR AN ALTERNATIVE WASTEWATER COLLECTION SYSTEM /
SEPTIC TANK EFFLUENT PUMP (STEP) SYSTEM**

Owner's Name:	Phone:
Property Address:	
Designer's Name:	Phone:

Please provide the information listed below. Using this checklist and having a complete package will ensure that the review process runs smoothly. Only complete submissions will be reviewed. **Please complete this checklist and turn it in with your application package.**

- 1. A complete application for an Alternative Wastewater Collection System/STEP System signed by the property owner and the initial application fee.
- 2. Proof of property ownership must be submitted with the application in the form of a warranty deed or tax record.
- 3. Locator map or written directions to the property.
- 4. A legible floor plan of the residence/establishment showing all rooms, including closets, with dimensions and the total heated/air-conditioned square footage.
- 5. A copy of the recorded plat with all associated plat notes or an official, stamped survey.
- 6. Two complete sets of plans for the system. The designer must sign, seal and date each page of the design calculations and the design drawings.
- 7. Floodplain information must be provided with the submittal that clearly indicates whether any portion of the site lies within the 100-year floodplain. This floodplain information can be obtained either from the City of Austin, Watershed Protection Department (<http://austintexas.gov/department/floodplain-management> , floodinfo@austintexas.gov, (512-974-2843) or by performing a Flood Hazard Analysis. If the site lies within the floodplain then the floodplain contour should be shown on the plans.
- 8. If the wastewater line has to cross an easement, a recorded license agreement or approved letter from the easement owner is required.
- 9. Clearly indicate setback features and distances on the plans.

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- 10. Please indicate whether the system is in the Edwards Aquifer Recharge Zone (EARZ). If it is in the EARZ, submit a copy of the TCEQ approval letter, including the geologic map (if applicable), of the Edwards Aquifer water pollution abatement plan (WPAP) for the subdivision. Please call the TCEQ Austin Regional Office at 512-339-2929 for further information.
- 11. Clearly indicate the location of all water wells, **including geothermal wells**, within 150 feet of the proposed disposal area or within 50 feet of any other system component.
- 12. A statement on the plans from the designer that no part of the system is within 10 feet of a water line. Please indicate the location of any water lines on the plans, **including irrigation lines and water lines to and from pools**.
- 13. Cross-sectional diagrams of the treatment units and all disposal areas.
- 14. Sizing calculations (including pump performance curves if a pump is required) for the treatment units and all disposal areas.
- 15. The plan must clearly indicate that the proposed facility will meet the minimum requirements of the applicable rules, regulations, construction standards, and Department policies.

In addition, please clearly mark the street address at the site in a manner visible from the road, along with the location of the system. Before performing a technical review, the Austin Water Utility will conduct a site evaluation. If the site is inaccessible because of locked gates, fences, or thick brush, the review will be delayed and re-inspection fees may be required.

Note: This list represents the minimum information required to begin the review process. During the review, other information may be required.

FOR CITY OF AUSTIN USE ONLY

Reviewed by _____

Date _____