



AUSTIN WATER
Utility Development Services Division
625 East 10th Street, Suite 715
Austin, Texas 78701
(512) 972-0050 **fax: (512) 972-0251**



**SUBMITTAL CHECKLIST
FOR THE REVIEW OF SUBDIVISION**

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

Please provide the information listed below (as specified in 30 TAC §285.4(c)). 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. On-Site Sewage Facility (OSSF) Application Form and application fee for the review of subdivisions served by private sewage facilities.
- 2. The planning materials prepared by a professional engineer or a professional sanitarian with his/her seal, date and signature.
- 3. Locator map or written directions to the property.
- 4. Overall scaled site plan with elevation contour lines showing the site boundary, location of profile holes, water wells (if any), easements (if any), approximate location of proposed drainfield areas and location of structures. The elevation of contour lines must be expressed in feet above the mean sea level, including the 100-year flood plain boundary and its elevation (if applicable).
- 5. A copy of the 100-year flood plain certification information for the site. This certification also can be obtained from the City of Austin, Watershed Protection Department (512-974-3399).
- 6. Soil evaluation report of the profile holes, signed and dated by the site evaluator. A minimum of one profile hole per five acres or one profile hole per lot must be ready for evaluation depending on the subdivision lot size.
- 7. A complete report detailing the types of OSSFs to be considered and their compatibility with area-wide drainage and groundwater.
- 8. A comprehensive drainage plan shall also be included in these planning materials.
- 9. If the site is in the Edwards Aquifer Recharge Zone (EARZ), submit a copy of the Texas Commission on Environmental Quality (TCEQ) approval letter, including the geologic map showing all the recharge features, of the Edwards Aquifer water pollution abatement plan (WPAP) for the subdivision (30 TAC §285.41).

FOR CITY OF AUSTIN USE ONLY

Reviewed by:	Date:
--------------	-------