



**AUSTIN WATER UTILITY**  
**Utility Development Services Division**  
**625 East 10<sup>th</sup> Street, Suite 715**  
**Austin, Texas 78701**  
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[SER@austintexas.gov](mailto:SER@austintexas.gov)



**SUBMITTAL CHECKLIST**  
**FOR SERVICE EXTENSION REQUEST APPLICATIONS**

Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

**Please provide the information listed below:**

- 1. Completed Service Extension Request (SER) application form signed by the landowner and notarized. All applicable blanks on the application form should be filled and the appropriate fee should be included. **Please include the SER application forms separately from any bound engineering reports submitted.** Applicant shall use the current SER Application Form.
- 2. If the SER project is specified as a SMART Housing Project, then submit a SMART Housing Certification Letter.
- 3. If the subject tract is located outside the City of Austin full-purpose jurisdiction and is not in the Austin Water Utility CCN, submit an Annexation Request Form.
- 4. Required Plans and Maps:
  - Preliminary plans, plats, site plans or other development plans
  - Conceptual plan (if preliminary plan, plat, or site plan is not submitted), showing and addressing the proposed development intended use, proposed water, wastewater, and reclaimed water infrastructure, easements, and existing topography (denoting the highest and lowest elevations on the subject tract to be served).
- 5. Location map that clearly shows the subject tract location and boundaries. This may be shown on a City quad map or tax parcel map.
- 6. Feasibility investigation of decentralized wastewater options (see page 2 of the SER application form or include a brief description in the engineering report).
- 7. Engineering calculations for all submittals that consist of non-residential development, multifamily development, and/or single family or duplex development of more than 20 lots.
  - Provide calculations that are signed, sealed and dated by a professional engineer registered in the State of Texas for the domestic water demands in gpm (peak hour and peak day) and the fire flow requirement (indicate building size and type of construction).
  - Provide calculations that are signed, sealed and dated by a professional engineer registered in the State of Texas for the wastewater flow in gpm (peak wet weather flow with inflow and infiltration).
  - Provide calculations that are signed, sealed and dated by a professional engineer registered in the State of Texas for the reclaimed water demands in gpm (max day including irrigation and cooling).
- 8. Calculations for all submittals that consist of single family or duplex development of 20 lots or less.
  - Provide calculations for the domestic water demands in gpm (peak hour and peak day) and the fire flow requirement (indicate building size and type of construction).
  - Provide calculations for the wastewater flow in gpm (peak wet weather flow with inflow and infiltration).
  - Provide calculations for the reclaimed water demands in gpm (max day including irrigation and cooling).

**Note: This list represents the minimum information required to begin the review process. During the review, additional information may be required for the SER application.**

*All applicants for a service extension request are encouraged to use minority and women-owned business enterprises (M/WBE) in the design and construction of water and wastewater infrastructure and related facilities. Further information about the City's M/WBE ordinance, see: Austin City Code, Chapters 2-9A, 2-9B, 2-9C, and 2-9D or visit <http://www.austintexas.gov/departments/small-and-minority-business/about>.*