



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



**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.
- 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. A complete set of plans for the Alternative Wastewater Collection System/STEP System, to include design calculations covering hydraulics and the sizing of tanks, pumps, and lines. 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. Floodplain information can be obtained from the Watershed Protection Department (<http://austintexas.gov/department/floodplain-management> , floodinfo@austintexas.gov (512-974-2843). If the site lies within the floodplain, then the floodplain elevation contour should be shown on the plans.
- 8. If the wastewater line has to cross an easement, a recorded license agreement or approval letter from the easement owner is required.

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 _____