



Instructions for the RSMP Participation Application

Please read the entire instructions document before completing the application to ensure a comprehensive and complete application is submitted for review. Application submission electronically (via email, USB drive, and/or file transfer options) is preferred.

Date – date of application submittal

Date of Feasibility Meeting – provide date of initial feasibility meeting; if a feasibility meeting has not yet been completed, please fill out the request form online and attend the feasibility meeting prior to completing and submitting the application. Applications without a feasibility meeting date will not be accepted.

SITE INFORMATION

Name and address of site – These should match the case information on the development application for the project assessment, subdivision, or site plan.

Parcel ID Number – For TCAD parcels, this will be the 10-digit number typically starting with 0; for Hays or Williamson parcels, there will be a letter at the start of a shorter number; the 10-digit parcel ID can be found on the Property Profile Report. The Travis County 6-digit property ID should not be used.

Appraisal District – If the project site is located in Travis County, this will typically be TCAD (Travis Central Appraisal District); other local appraisal districts include Hays and Williamson counties. If the appraised value provided is from another source such as a private appraiser, provide that information here.

Appraised Value – Certified appraisal value of the project site land area; if the project site includes more than one parcel, this is the aggregate dollar amount of all applicable parcels. A printout from the appraisal district of the parcel or parcels that make up the project site should be provided as supporting documentation.

Watershed – Name of the watershed in which the site is located (visit www.austintexas.gov/page/austin-watersheds-list for a complete list of participating watersheds).

City Map Grid – A four-digit identifier beginning with M and having one more letter and two numbers. For example, MJ18. This identifier can be found from the Property Profile web tool, for example: J18 from Property Profile becomes MJ18.

Jurisdiction – The City or County having jurisdiction. For example, “City of Austin Full Purpose”.

Zoning and Zoning Overlays – This can be found through the Zoning Report tool online (linked from Property Profile after searching for an address).

PROJECT INFORMATION

Type of Development – For the purposes of RSMP participation payment calculation.

Type of Development Application – general application type that has been or will be submitted for completeness check.

Acres of participation – Total site area, in acres, or limits of construction, if different.

Existing Impervious Cover – The amount of existing impervious cover on the site in acres; can be estimated through the “Find My Drainage Charge” tool online or a survey; based on permitted existing impervious cover. A survey and historic aerials showing the site before and after 1974 should be provided as supporting documentation.

Proposed Impervious Cover – The total proposed impervious cover on the site in acres; for subdivisions, this is the maximum allowable impervious cover based on the more restrictive of watershed, zoning, or other applicable regulations; for site plans, this is the actual proposed impervious cover in acres (not to exceed maximum allowed).

Area of allowable exclusions – Deductible areas include floodplain/drainage easements, water quality easements, conservation easements, and other non-developable areas as defined by City of Austin codes or ordinances. If an area is claimed as deductible for RSMP payment calculation purposes, documentation must be provided with the participation application that shows easement dedication or other supporting documentation of the area requested for deduction.

Development Application Submittal Date – date of submittal for completeness check or planned date (month/year is fine) of submittal.

COA Case Number – the development application case number beginning with C8 or SP if it has been assigned at the time of RSMP application submittal.

OWNER AND APPLICANT INFORMATION

Owner-Developer (BILL TO) – Information for billing purposes for when invoice is created; should be the same as the “Billed to” person information in AMANDA for development application (but if different, should match the information on the check to be used for payment).

Applicant/Engineer/Contact – Information for contact person if questions should arise in the review of the application and supporting documentation.

RSMP PARTICIPATION INFORMATION

Type of Participation – Direction provided at the feasibility meeting although final participation must be validated through engineering analysis; “Other” should only be used directed by RSMP staff. If “Other” is selected to claim participation under a previous case, supporting documentation of the applicability of the previous case must be provided.

List of Attachments for Supporting Documentation

Engineer’s Report – This should include signed and sealed statement of No Adverse Impact (refer to DCM 8.2.2); include narrative of design methodology, descriptions of any off-site drainage improvements, explanations of calculations and drainage analysis. The report may also include drainage and No Adverse Impact calculations, modeling results from HEC-HMS, HEC-RAS, and/or StormCAD modeling for the project and narrative related to methodology for adjusting sub-basins or other model items.

- DCM 8.2.2.B.2. “The submitted engineering analysis must include a certified statement by a licensed engineer in the State of Texas that no additional adverse flooding impacts to other property will occur as a result of the proposed improvements.”
- For storm drain system analysis, provide, at a minimum, profile views of the 25- and 100-year existing and proposed HGLs and the output tables with actual values. For proposed storm drain infrastructure, also include analysis showing that the proposed pipe size has capacity for the proposed flow in the pipe (including flows in the system, flows from the

site, and flows collected from inlets).

- No significant increase in the peak flow of the receiving stream shall occur due to proposed flows from the site. Clearly describe the analysis performed and the results of the analysis.
- Discuss assumptions used and provide calculations of C, i, and A values if drainage analysis done by Rational Method.
- Indicate CN and impervious cover assumptions for existing and proposed conditions.
- If the existing and proposed drainage areas vary, clearly indicate equivalence for comparison of flows.
- Provide a summary table with existing and proposed flows for the 2-, 10-, 25-, and 100-year events and explain any differences in drainage patterns.

Letter of Request to Participate - Typically summarizes existing and proposed conditions, states watershed, and formally requests to participate in the RSMP. Be sure to indicate the type of participation and include site area, existing and proposed impervious cover values, and whether the proposed use is single family residential, multi-family residential, commercial, or mixed-use. Any clarifying explanations of values used on the application form should be provided as well.

Existing and Proposed Drainage Area Plans - The Stormwater Management Checklist on the following pages outlines the content of the site plan and drainage area plan sheets. While the items listed are not absolutely required, the information is helpful to City reviewers and may be requested if it is not provided initially (which may delay review of the application).

Existing and Proposed Site Plan or Grading and Drainage Plan Sheets - Site plans, drainage area plans, and other sheets should be provided from the plan set for the project development application for development applications with construction plans; for development applications without construction plans, these can be exhibits created specifically for RSMP but must be sufficient for use in construction of the proposed off-site drainage improvements.

Zip archive of drainage and No Adverse Impact calculations and modeling files – Refer to Drainage Analysis Requirements in the RSMP Participation Requirements document for more information.

- This should be a *.zip file of applicable modeling files (typically HEC-HMS or StormCAD; if software other than StormCAD or CivilStorm is used for storm drain modeling, a software waiver will be required),
 - Note: files should be clearly labeled with the version of software used if submitting HEC-HMS or HEC-RAS
- Calculations for supporting No Adverse Impact statement;
- Models and calculations for the 2-, 10-, 25-, and 100-year storm events are required.
 - Note: If HGLs are out of the (existing) pipe, street capacity calculations showing that the 100-year flows are contained within the right-of-way are required. For proposed pipe installation or replacement, the pipe should be sized to accommodate fully developed flows per Austin code and criteria.

PDF printout of property information from appraisal district website or certified appraisal – A combined PDF file of the appraisal district information for each parcel or certified appraisal for the whole site.

Documentation of a feasibility meeting for the project and summary of decisions made – email from RSMP Team confirming feasibility meeting along with any notes from the meeting indicating the direction provided at the meeting for participation requirements.

The following items are required if constructing improvements for participation

Engineer's Cost Estimate - provide an engineer's cost estimate (signed and sealed by a Texas P.E.) with line items, quantities, and unit costs - enough detail to ensure it matches the plans and including only RSMP participation items

Plan and Profile Sheets of off-site improvements – at a scale that allows the profile to be readable and labeled legibly

Modeling (see above) - should include the proposed storm drain and should match the plan and profile plan sheets provided.

In addition, all backup calculations and computer models shall be submitted to the Watershed Engineering Division.

Drainage analysis requirements vary depending on the location of a project site with respect to the major creek/tributary in a watershed. A general description of requirements can be found on the website under Drainage Analysis Requirements in the **RSMP Participation Requirements** reference document. The requirements will also be discussed at the project participation Feasibility Meeting and any questions should be directed to the RSMP Team at RSMP@austintexas.gov.

STORMWATER MANAGEMENT CHECKLIST

The application package will consist of the Engineer's Report and a minimum of two plan sheets: a site plan and a drainage area plan. Depending on the size of the site and scale of the drawing, existing and proposed site plans or drainage area maps could be put side by side (one sheet for DAM, one for SP) but existing and proposed conditions should not overlap.

The **site plan** should be at a scale suitable to fit the entire site on one sheet but shall not be less than 1" = 1000'. The site plan should show the following:

- _____ 1) Project name and address.
- _____ 2) Vicinity map.
- _____ 3) Site boundary.
- _____ 4) General site layout.
- _____ 5) Existing and developed land use.
- _____ 6) Proposed drainage and stormwater management improvements (if applicable).
- _____ 7) Calculations demonstrating the adequacy of the intervening system (storm sewer, tributary channel, etc.), to convey the fully developed 100-year storm from the entire drainage area.

The **drainage area plan** should be at a scale suitable to show the entire drainage area for flows through the site and downstream drainage conveyance systems to the main branch of the watershed but shall not be less than 1" = 2000'. The purpose of the drainage area plan is to show drainage areas which discharge through or into the site and the downstream conveyance systems.

- _____ 1) Site boundary.
- _____ 2) Existing and proposed drainage areas for all discharge points from or through the site.
- _____ 3) Existing and proposed drainage area boundaries within the site for all discharge points from the site.
- _____ 4) Discharges and velocities at each discharge point for the 2-, 10- and 25-, and 100-year storm events for existing and ultimate developed conditions.
- _____ 5) Existing and developed time of concentration flow paths.
- _____ 6) SCS soil types and hydrologic soil groups.
- _____ 7) Downstream conveyance systems to the main branch of the watershed, or to a point where the 100-year floodplain elevation has been established by current FEMA Flood Insurance Study.
- _____ 8) Proposed drainage and Stormwater Management improvements (if applicable).

RSMP Participation Payment

The RSMP payment consists of two components; the construction cost component (CCC) and the land cost component (LCC). The two components are calculated independently for single family developments and multi-family / commercial developments. Use the online RSMP Payment Calculators for Multi-Family/Commercial and Single-Family Residential projects to estimate the participation payment for a particular project.

The Watershed Engineering Division (WED) of the Watershed Protection Department of the City of Austin will determine the actual payment made by the participant.

NOTE: The payment calculator reflects an adjustment to the CCC that is updated annually at the beginning of October to account for increases in construction costs. If the online calculator has a previous year indicated, please contact RSMP staff for the new adjustment factor as it can take up to a month for the online calculator tools to be updated once the adjustment factor is published.