



General Permit Application Submittal Requirements Intake Submittal Checklist

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For submittal and fee information, see austintexas.gov/digitaldevelopment

Submittals for the formal review of a proposed general permit project must be made at Intake and must be at 100% design stage unless otherwise specified by the permit holder's Annual General Permit Agreement. For questions, call Intake at (512) 974-1770.

Required within plan set upon initial submittal

To determine site specific issues for environmental review, refer to [the GIS Viewer](#).

- LOC with a specific line type
- Legend of symbols
- Engineer's seal, signature, and date on all sheets
- Engineer's project summary letter (optional)
- Floodplain boundaries
- Property boundary lines with bearings and dimensions
- Easements
- Utility construction plans with station and elevation
- Utility construction profiles with support data
- Existing right-of-way width
- Temporary and/or permanent erosion controls should be indicated on plans by visual marker
- If proposing new IC on a tract of land:
 - Provide Q1 and/or Q2 tables per code
 - Show existing vs. new IC
- Public sidewalks
- Private and public roadways – layout and street name
- All existing infrastructure
- Station numbers and elevations for starting points, ending points, manholes, clean-outs, bore pits, and at intermediate points every 100 feet when applicable to the project.
- Existing trees shown to scale with species and trunk DBH
 - Solid line circle for trees proposed to remain
 - Dashed line circle for trees proposed to be removed
- Critical Environmental Features (CEFs) within 150' of project LOC
- All required construction notes
 - Erosion/Sedimentation Control Notes
 - Tree Protection and Environmental Notes
- Final depiction of post-construction topography and site improvements, including identification of all improvements being removed (all improvements to be demolished should be shown separately from new improvements)

Required on cover sheet

- Watershed
- Watershed Classification (urban, suburban, water supply suburban/rural, Barton Springs Zone, etc.)
- Whether the project is within the Edwards Aquifer Recharge Zone
- Whether the project is within parkland
- Whether the project is within the 100-year floodplain
- Whether there are CEFs within 150' of the project
- Whether the project is in a Critical Water Quality Zone (CWQZ) or Water Quality Transition Zone (WQTZ)
- Quantify construction in linear feet and LOC square footage
- Current Annual General Permit Number
- Accurate street address (keep this consistent throughout all submitted documents)
- Zoning (if not in ROW)
- Acreage
- Square footage of new IC
- Legible location map
- Numerical sheet index with each sheet identified with a page number (in format of "Sheet _ of _")
- All engineers identified with contact information
- Engineer's seal, signature, and date

Other documents required with submittal

- [AULCC Completeness Letter](#) (if applicable)