

## General Permit Program Policy

Effective Date: Oct. 1, 2025

### 1. PURPOSE AND OVERVIEW

Austin Development Services establishes this General Permit Program to provide an efficient and coordinated pathway for the construction of City assets and franchised utility infrastructure within existing public right-of-way (ROW), easements, and City-owned land. The General Permit is for work that does not meet the Land Development Code definition of “development”.

The ROW includes property dedicated to public use for infrastructure such as roadways, sidewalks, stormwater systems, and utilities. Under State law, franchised utilities are entitled to occupy the public ROW for their facilities. This policy allows such utilities and City departments to proceed with qualifying projects, while ensuring appropriate oversight through coordination and inspection processes. Participation in the General Permit Program requires an annual fee used to fund program administration, compliance tracking, and customer support.

### 2. GENERAL PROVISIONS

#### a. General Permit Program Overview

This document outlines:

- The purpose, scope, and limitations of the General Permit Program;
- Eligibility criteria for projects and applicants;
- Coordination, permitting, and inspection procedures; and,
- Enforcement and compliance expectations.

#### b. Program Administration

**General Permit Coordinator.** On behalf of Austin Development Services, the General Permit Program is administered by:

Tera Villaret, Capital Program Consultant  
Austin Development Services  
City of Austin  
6310 Wilhelmina Delco Drive Austin, Texas 78752  
Phone: 512-974-2361  
Email: [tera.villaret@austintexas.gov](mailto:tera.villaret@austintexas.gov)

**Executive of Record.** Each participating department or utility must designate an Executive of Record to:

- Serve as the primary point of contact;
- Approve projects to proceed under the General Permit;
- Ensure internal compliance; and,
- Provide contact information to the General Permit Coordinator.

#### c. Program Updates

Austin Development Services may update General Permit requirements to reflect changes in code, criteria manuals, or organizational needs. Substantive changes will be coordinated with participating departments and utilities.

**d. Applicable Regulations**

Approval under this policy does not exempt a project from any required permits or compliance measures. To the extent applicable, all work must comply with:

- City Codes and administrative criteria manuals;
- City design specifications; and,
- Interdepartmental agreements and applicable State and Federal laws.

**3. SCOPE & LIMITATIONS**

**a. Eligible Applicants**

- City of Austin Departments
- Franchised Utility providers
- Other entities with City of Austin partnership agreements that grants access for use of the right of way (i.e. CapMetro, Greater Austin Area Telecommunication Network, Austin Transit Partnership)

All applicants must be current on their annual participation fee.

**b. Eligible Projects**

Projects must meet the following criteria:

- Entire limits of construction are contained within the existing right-of-way (ROW), existing public easements, or City-owned land;
- No net increase in impervious cover; and,
- Repair, maintenance, or installation of a utility, drainage or street system.

**4. REVIEW AND APPROVAL PROCEDURES**

**a. Submittal Requirements**

- Projects must be reviewed and approved by Austin Utility Location and Coordination Committee (AULCC) as applicable.
- Projects must obtain applicable Right of Way permits like Excavation (EX), Traffic Control Plan (TCP), Temporary Use of the Right of Way (TURP), and Driveway/Sidewalk (DS), as applicable.
- A Site Plan Exemption must be submitted for Protected and Heritage Tree impacts or removal. The application should clearly indicate that the scope of work falls under the General Permit Policy and the application is for tree review only.

**b. Inspections**

- City-funded projects are inspected by Capital Delivery Services through existing service agreements.
- All other inspections are handled by the appropriate City inspections team.

## **5. CONSTRUCTION MANAGEMENT & COMPLIANCE**

### **a. Enforcement & Revocation**

If a potential violation occurs, Austin Development Services will:

- Investigate the issue and verify the validity of non-compliance;
- If non-compliance is found, Development Services will issue appropriate corrective or compensatory action, which may range from a warning to full revocation of General Permit participation; and,
- Convene a meeting between the General Permit Coordinator and the Executive of Record from the participating department or utility to discuss the violation and determine the appropriate response.

### **b. Revocation process may include:**

- Formal documentation via Code Violation
- Letter of Revocation issued by Development Services
- Projects must apply for full Site Plan Permit if revoked

### **c. Reinstatement requirements may include:**

- Waiting a period of two (2) years, and addressing all identified compliance issues
- Payment of any outstanding fees