

License Agreement Plan Sheet (for Streetscapes)

Please include a license agreement plan sheet in your site plan set that only includes the elements related to the proposed license agreement area. This allows our reviewers to quickly identify the elements involved, and the relationship with the proposed license agreement.

***Please Note:** The License Agreement plan sheet must match the Survey, Landscape Plan Sheets, Irrigation Plan Sheet, and the Site Plan Permit set. If there are any updates or changes to any of these plans, please ensure that Land Management has the most updated plans.*

Please include **all of the following** on your License Agreement Plan Sheet:

BOUNDARIES

- Clearly demonstrate and label the boundaries of the following: proposed license agreement area, overall project, property lines, lot lines, ROW (including any proposed dedications). Include bearings, distance, angles, and dimensions.

EASEMENTS DEDICATED TO THE CITY OF AUSTIN

- Show all easements, recorded or in process, within or adjacent to the proposed license agreement area.
- Illustrate any overlapping easement areas.
- Include document numbers of all platted and recorded easements (by plat and separate instrument).

IMPROVEMENTS

- Include a legend that lists and includes all improvements to be licensed within the license agreement area. Separate improvements by the easement & COA public ROW they are located within and identify the easement type with the dedicating instrument recording information.
- Show the locations and dimensions of all existing and proposed improvements with labels keyed to details for all proposed improvements within the license agreement area, including all structures, paving, and flatwork.
- Provide details of all proposed improvements relative to the project's license agreement area. IE: Relevant improvements may need to be shown on the Plan sheet in addition to those strictly within the LA area. Please represent the improvements outside the license

agreement area via appropriate line weight for legibility and identification during the review process.

- Include all improvements such as canopies, awnings, bollards, bike racks, trash receptacles, pet waste stations, retaining walls, stairs, handrails, handicap ramps, roof drains, hardscapes, pavers, benches, lighting, or other modifications which extend into the ROW or easements dedicated to the City of Austin. Ensure these elements match the site plan set, License agreement application and that detailed drawings are provided.
- If a 91-day removability plan is required, include this both on the license agreement plan sheet as well as the site plan.

FORMAT

- Clearly label this sheet as “**License Agreement Plan Sheet**”.
- Place this sheet within the plan set next to the site plan/grading/paving sheets, or the utility sheets.
- Numbering should be in the format of “**LA 1 of 3**”.
- Format as a 24" x 36" construction drawing and detailed plan sheet pdf, complete with North arrow, scale bar, all spatial dimensions for improvements, with adherence to basic practices of traditional engineering. An engineer must sign, seal and date the License Agreement plan sheet.
- The plan must meet the minimum criteria, standards, and guidelines in all City manuals. This includes but is not limited to City Standards and Specifications, The Transportation Criteria Manual, and the Environmental Criteria Manual. All submittals must comply with City, State, and Federal Laws.

For more information about license agreements, easement releases, right-of-way vacations, or encroachment agreements, please visit our website at

<http://austintexas.gov/page/landmanagement>.