



6310 Wilhelmina Delco Dr.  
Austin, Texas 78752

<http://www.austintexas.gov/environmentalinspections>

# Pre-Construction Meeting Handout (Commercial Sites & Subdivisions)

Date: \_\_\_\_\_

Site Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_

TPDES: TXR \_\_\_\_\_

Environmental Inspector: \_\_\_\_\_

Acknowledgement that Pre-Construction Handout was reviewed by a City of Austin Environmental Inspector:

Date: \_\_\_\_\_

Superintendent Name: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_

# City of Austin Pre-Construction Checklist

## ENVIRONMENTAL INSPECTIONS COMMERCIAL SITES & SUBDIVISIONS



### Pre-Construction Meeting Requirements

- All permits must be approved, released and signed by Land Use Review
- Acquire a Barton Springs Zone (BSZ) operating permit, if required
- All applicable permits and notices must be posted at site entrance or location visible to the public
- Copy of approved plans on site
- Appropriate phase of temporary Erosion and Sedimentation Controls (ESC) must be installed per plans
- Tree protection must be installed per plans prior to clearing and grading activities
  - Changes to Tree Protection Plan must be approved by the Development Assistance Center (DAC)
  - Where trees are to be fertilized prior to construction activity, documentation is required prior to the pre-construction meeting

\*The City of Austin encourages the preservation of trees and under-story plants that are not specifically designated for preservation on approved plans\*

### Storm Water Pollution Prevention Plan (SWP3) Requirements

- SWP3 shall be accessible on site, or a posted Construction Site Notice (CSN) must describe the location of the SWP3 if off site
- SWP3 must be made readily available upon request, or no later than within 24 hours if stored off site
- An owner representative is required to inspect controls daily and log entries
  - Every 14 days, and within 24 hours after a ½" or greater rainfall event
  - OR**
  - Once weekly regardless of a rainfall occurrence
- Owner representative can be a Licensed Engineer, a person supervised by a Licensed Engineer, a Certified Inspector, or an Inspector in Training (IT)
- Update site map and other SWP3 information as site conditions change
- Provide electronic copies of SWP3 reports immediately upon the request of the Environmental Inspector
- Environmental Inspector will perform SWP3 audits biannually or as deemed necessary

### Temporary Erosion and Sediment Controls (ESC) and other BMPs

- ESCs shall be phased for effectiveness and maintained throughout the life of the permit
- Minor adjustments can be made to the ESC plan without a site plan correction/ revision at the discretion of the Environmental Inspector
- Environmental Inspector shall request the installation of additional controls, if deemed necessary
- Rough cut ponds shall serve as temporary sediment traps- constructed as the first item in the Sequence of Construction
- Install and maintain Construction Site Entrance to prevent tracking- if tracking occurs off site take corrective action immediately
- Any off site discharge of water must comply with City Code (contact Environmental Inspector prior to de-watering activities)
  - Settling tanks, filter bags, or pits recommended
  - A de-watering plan may be required
- Install lined concrete wash-out area- properly dispose of materials once solidified
- Perform dust control measures as needed
- Maintain good housekeeping at all times and keep trash and debris contained
- Keep oil, hazardous material, and other liquids labeled, covered, and stored on secondary containment
- Store port-o-johns on level ground, outside of drainage pathways, ROW, and Critical Root Zones
- Initiate temporary/ permanent stabilization when construction ceases in disturbed area for more than 14 days

### Construction Activity Requirements

- Construction activity must follow the Sequence of Construction in approved site plan
- Limits of Construction (LOC), haul roads, staging & other designated areas must follow approved plans
- Construction adjacent to creeks shall comply with requirements for construction in waterways
- Coordinate with other departments for approval to construct within drainage easements, floodplain, setbacks, ROW, etc.
- Development must be consistent with approved plans- any changes, additions, and/ or deletions will require all site plan corrections/ revisions to show as-built conditions
- Any spoil/ fill material disposed off-site within the city limits out to 5-mile Extra Territorial Jurisdiction (ETJ) of Austin must be disposed of at a permitted site
  - Notify Environmental Inspector prior to disposal
  - Retain copy of disposal site permit and receipt
- All on-site temporary and permanent fill areas must comply with the location, depth, and limits on approved site plan
- All Water Quality Facilities must be constructed per approved site plan
  - Environmental Inspector shall be notified to conduct benchmark inspections, or contractor shall uncover and allow viewing of all components not seen during construction (upon request)
  - Water Quality facilities must be complete, functional, and revegetated prior to final inspection
- Spills less than 5 gallons is the site operator's responsibility
  - Contact City of Austin Spill Response (and TCEQ if applicable) for spills that are 5 gallons or more

### Project Acceptance

- All site plan corrections/ revisions must be approved
- Submit an approved Engineer's Concurrence Letter (ECL)
- Final inspection conducted by Environmental Inspector within approximately 48 hours of approved ECL submittal
- Final inspection punch list items complete
- Water Quality structures complete and fully functional
- Temporary Certificate of Occupancy (TCO) may be issued prior to final stabilization, with the approval of the Environmental Inspector
- Certificate of Occupancy (CO) or Certificate of Compliance (CC) shall be issued once final stabilization requirements are satisfied, or a Developer's Contract is in place
- Final Stabilization requirements satisfied
  - 95% revegetation, 1 ½ " tall grass, per approved permanent seed mix/ sod on site plan
- AND/ OR**
  - Landscape requirements met according to approved site plan
    - Provide Landscape Concurrence Letter
  - Utilization of appropriate top soil
  - No bare areas exceeding 10 SF
  - Cool season and annual grasses will not be accepted as permanent revegetation
  - Temporary ESC and accumulated sediment must be removed from site
- Developer's Contract in place if final stabilization not complete at end of project
  - Developer's contract issued for a 4 month period
  - If executed between Sep. 15<sup>th</sup> and Dec. 15<sup>th</sup> and requiring Bermuda grass, developer/ owner can request 1, 4 month extension
  - If executed for a project requiring native grasses, developer/ owner can request 1, 8 month extension
- Fiscal Release (ESC fiscal will not be released until final permanent stabilization requirements have been satisfied)

## Violations and Enforcement Procedures

- Violations will be handled as followed
  - Verbal warning
  - Written warning with re-inspection fee
  - Stop Work Order (SWO) with re-inspection fee (officially initiating the enforcement process)
  - Citation and criminal penalties up to \$2000 per day per violation
  - SWO and/ or Citation may result in all associated permits being placed on hold allowing no further work or inspections until issues are resolved

\*Environmental Inspector can bypass or duplicate any of these steps at their discretion, depending on the severity of the violation\*

\*\*Priority violations may result in an immediate Stop Work Order (SWO) or issuance of a citation\*\*

- A re-inspection fee will be issued if the Environmental Inspector has to make repeat site visits for:
  - Pre-construction Meetings
  - Non-permitted Sites
  - Release of a Violation or Stop Work Order (SWO)
  - Release of an Ordinance Violation
  - Inspection of Water Quality Facility
  - Final Inspection
  - Complying with terms of Developer's Contract
- Examples of Routine Violations
  - Failure to perform maintenance and/ or repair temporary ESC after disturbance or rainfall event, or as directed by the Environmental Inspector
  - Failure to make plan revisions to temporary ESC as directed by Environmental Inspector
  - Tracking of soil, base materials, gravel, or paving materials onto roadway
  - Failure to maintain tree protection
  - Failure to maintain good housekeeping
- Examples of Priority Violations
  - No permit for development or other related construction activities
  - Failure to have pre-construction meeting
  - Failure to follow Sequence of Construction
  - Any disturbance outside Limits of Construction
  - Clearing, grading, or filling beyond what is delineated on approved site plan resulting in damage to trees, natural areas, Critical Environmental Features (CEFs), or immediate water quality degradation
  - Occupancy of a building, parking lot, or proposed improvements prior to final inspection and release from Environmental Inspector
  - Removal of protected trees without a permit
  - Offsite discharge of silt or other pollutants, particularly in the Barton Springs Zone (BSZ)
  - Failure to comply with a Stop Work Order (SWO)

# ATTACHMENT 1



## City of Austin Contacts/ Other Information

Development Assistance Center (DAC): 512-974-6370

<http://www.austintexas.gov/department/development-assistance-center>

Land Use Review: 3-1-1

<http://austintexas.gov/department/land-use-review>

Community Tree Preservation: 3-1-1

<http://austintexas.gov/department/community-tree-preservation>

City Arborist Information: 3-1-1

<http://austintexas.gov/cityarborist>

Building Plan Review: 3-1-1

<http://austintexas.gov/buildingreview>

Building Inspections: 3-1-1

<http://austintexas.gov/page/building-inspections>

Building Permits Service Center: 3-1-1

<http://austintexas.gov/department/building-permits>

Sites & Subdivisions Inspections: 3-1-1

<http://www.austintexas.gov/page/commercial-site-and-subdivision-inspections>

Right-of-Way Inspection: 512-974-7828

<https://austintexas.gov/rowman>

Public Works Department: 512-974-7065

<http://www.austintexas.gov/department/public-works>

Austin Water Utility: 512-972-1000

<http://www.austintexas.gov/department/water>

Watershed Protection: 512-974-3350

<http://www.austintexas.gov/department/watershed-protection>

Landscape Inspections: 512-974-6486

<http://www.austintexas.gov/environmentalinspections>

Integrated Pest Management: 512-974-2581

<http://www.austintexas.gov/imp>

Spills Response: 512-974-2550

<http://www.austintexas.gov/content/spills-and-response>

City of Austin Municipal Code:

<https://library.municode.com/TX/Austin>

Barton Springs Zone Operating Permits:

[https://www.austintexas.gov/sites/default/files/files/Planning/Applications\\_Forms/Barton\\_Springs\\_Zone\\_Annual\\_Operating\\_Permit.pdf](https://www.austintexas.gov/sites/default/files/files/Planning/Applications_Forms/Barton_Springs_Zone_Annual_Operating_Permit.pdf)

Frank Delaplane: 512-974-2124

Justin Rolen: 512-974-3047

## **Void and Water Flow Mitigation Rule Summary & Contact Information**

Section 1.12.0 of the Environmental Criterial Manual  
Item No. 658S of the Standard Specifications Manual  
Item Nos. 658S-1 through 658S-7 of the Standard Details Manual

### **City of Austin contacts for rule questions:**

Environmental Resource Management  
Watershed Protection Department

#### **Scott Hiers**

Phone: 512-974-1916

Email: [scott.hiers@austintexas.gov](mailto:scott.hiers@austintexas.gov)

#### **Saj Zappitello**

Phone: 512-974-1977

Email: [saj.zappitello@austintexas.gov](mailto:saj.zappitello@austintexas.gov)

#### **Lindsey Sydow**

Phone: 512-974-2746

Email: [lindsey.sydow@austintexas.gov](mailto:lindsey.sydow@austintexas.gov)

#### **Radmon Rice**

Phone: 512-974-3429

Email: [radmon.rice@austintexas.gov](mailto:radmon.rice@austintexas.gov)

Effective Date: April 22, 2008

Where is it applied? City of Austin limits and ETJ

### **For more information:**

Visit <http://www.austintexas.gov/> (The City of Austin website)

Click 'Development', under 'Residents' click 'Online Tools & Resources'.

*For online posting of the rules:* under City Codes, choose 'Technical Criteria Manuals', click on 'Environmental Criteria Manual', go to Section 1.12.0.

*For City of Austin Standard Specifications Item No. 658S and Standard Details:* go to Standard Spec, Series 600, and Standards, Series 600.

*For more information:* a printed summary of FAQs is available from your Environmental Inspector by request.



## ATTACHMENT 2

### TCEQ Fact Sheet

Texas Commission on Environmental Quality (TCEQ)  
Construction General Permit No. TXR150000

#### **What Activities Need TCEQ Construction General Permit (CGP) Coverage?**

You need permit coverage if:

- Your construction activities will disturb one or more acres, **or**
- Less than one acre is disturbed, but your site is part of a larger common plan of development or sale with the potential to cumulatively disturb one or more acres.

#### **Who's Responsible for Getting Permit Coverage?**

Title to the property does *not* determine permitting obligations.

It is the **operator** that is responsible for obtaining permit coverage. The operator is the party or parties that either individually or taken together meet the following two criteria:

- They have operational control over the site specifications (including the ability to make specification modifications);
- They have day-to-day operational control of those activities at the site necessary to ensure compliance with plan requirements and permit conditions (e.g. are authorized to carry out activities identified in the plan).

At a typical commercial construction site, the owner will meet the first criteria of an "operator" and the general contractor(s) will meet the second criteria. If so, both the owner and the general contractor(s) must obtain permit coverage.

At a residential development, a developer may construct roads and install utilities, while builders do construction on individual lots. The developer and the builder will both meet the criteria of an "operator" and must obtain permit coverage.

A builder who controls his own plans and specifications, disturbs less than 1 acres but is part of a larger common plan of development of sale (e.g. a subdivision), must still obtain permit coverage.

#### **What Will You Need To Do?**

##### ***Large Construction Sites***

**If you operate a construction project that will disturb 5 or more acres you must:**

- Obtain a copy of the TCEQ CGP (TPDES Permit no. TXR150000),
- Develop and implement a Storm Water Pollution Prevention Plan (SWP3) covering the entire site or all portions of the site for which you are the operator,
- Complete and submit a Notice of Intent (NOI) to TCEQ and forward a copy of the NOI to the City of Austin (the local MS4) prior to the commencement of construction, and
- Post copy of the CSN at the work site, or a construction sign that includes your permit number, a contact name and phone number, a project description and the location of the SWP3.

FACT SHEET-0603Rev2014

### **Small Construction Sites**

**If you operate a construction project that will disturb 1 or more acres, but less than 5 acres, you must:**

- Obtain a copy of the TCEQ CGP (TPDES Permit no. TXR150000),
- Develop and implement a Storm Water Pollution Prevention Plan (SWP3) covering the entire site or all portions of the site for which you are the operator,
- Complete and post a construction site notice,
- Forward a copy of the construction site notice to the City of Austin (the local MS4) prior to the commencement of construction.

Unless notified to the contrary, operators are authorized to discharge storm water from construction activities under the terms and conditions of the permit, (7 days) after the date that the NOI is postmarked or if utilizing electronic submittal, prior to commencing construction activities.

**Note:** *Construction projects that disturb less than 1 acre, but are part of a common plan development that will disturb 5 or more acres, must follow the guidance for **large construction sites**. If the construction project is part of a common plan of development will disturb 1 or more acres, but less than 5 acres, the guidance for **small construction sites** must be followed.*

**Note:** *Erosion and Sedimentation Control Plans required by the City of Austin **are not substitutes** for the TCEQ required Storm Water Pollution Prevention Plans (SWP3).*

### **Where do you submit your information?**

**The completed NOI must be mailed to the following address:**

Texas Commission on Environmental Quality (TCEQ)

Wastewater Permitting Section

Storm Water & Pretreatment Team; MC - 228

P.O. Box 13087

Austin, Texas 78711-3087

**An application fee of \$325 or \$225-Electronic, must be submitted with each NOI and the application fee should be submitted separately to one of the following addresses:**

#### **By Regular U.S. Mail:**

Texas Commission on Environmental Quality (TCEQ)

Financial Administration Division

Revenue Section MC-214

P.O. Box 13087

Austin, TX 78711-3087

#### **By Electronic Steers:**

Texas Commission on Environmental Quality (TCEQ)

[www.tceq.state.tx.us/steers](http://www.tceq.state.tx.us/steers)

Steers Participation Agreement Form

**A copy of the NOI and the Construction Site Notice must be mailed to the City of Austin at the following address:**

Lee C. Lawson

City of Austin - WPD/FOD

P.O. Box 1088

Austin, Texas 78767

### **How Can You Get More Information?**

Information, forms and documents are available through the TCEQ storm water web site at [www.tceq.state.tx.us](http://www.tceq.state.tx.us).

**Additional guidance can also be obtained by calling Lee C. Lawson at 974-3348.**

**Note:** *The City of Austin has provided this information for **educational purposes only**. The City of Austin does not enforce the TCEQ Construction General Permit requirements.*