



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 Land Development Information Services (LDIS)
 - 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
 - Once weekly regardless of a rainfall occurrence per City of Austin ECM (1.4.4 D.3)
- 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 re-vegetated prior to final inspection
- Environmental cleanup of all spills is the site operator's responsibility
 - Notify City of Austin Spill Response for spills of 1-gallon or more, and any spills that impact a storm sewer or waterway.
 - Follow additional state and federal spill reporting requirements (City of Austin Spill Response can offer guidance on reportable quantities).

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 and depth
 - 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. 15th and Dec. 15th 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

****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

Land Development Information Services (LDIS): 512-974-2708 or 512-974-9747

<https://www.austintexas.gov/page/land-development-information-services>

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>

Commercial Building Plan Review: 3-1-1

<https://www.austintexas.gov/page/commercial-plan-review>

Building Inspections: 3-1-1

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

Building and Trade Contractor Services: 3-1-1

<https://www.austintexas.gov/page/building-and-trade-contractor-services>

Sites & Subdivisions Inspections: 3-1-1

<https://www.austintexas.gov/page/subdivision>

<https://www.austintexas.gov/siteplans>

<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: 512-974-2278

<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/page/barton-springs-zone-operating-permit>

Matthew Boger: 737-825-1234

Void and Water Flow Mitigation Rule Summary & Contact Information

Section 1.12.0 of the Environmental Criteria 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:

*Please send an email with a summary of your call to a representative below to ensure an efficient response.

Environmental Monitoring and Compliance
Watershed Protection Department

Lindsey Sydow

Phone: 512-565-0809

Email: lindsey.sydow@austintexas.gov

Michael Markowski

Phone: 512-547-0019

Email: michael.markowski@austintexas.gov

Scott Hiers

Phone: 737-263-8266

Email: scott.hiers@austintexas.gov

Eric Brown

Phone: 737-291-3139

Email: eric.brown@austintexas.gov

Effective Date: November 27, 2023

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 immediately following TCEQ confirmation of receipt of the electronic NOI submittal or, if the operator has an electronic reporting waiver, 48 hours from the date that the NOI is postmarked for delivery to the TCEQ.

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?

Applicants must submit an NOI using the TCEQ online ePermits system (STEERS) at: www.tceq.texas.gov/steers.

Alternatively, applicants may request and obtain a waiver from electronic reporting from the TCEQ.

A copy of the NOI and the Construction Site Notice must be emailed to TPDES_Coordinator@austintexas.gov or mailed to the City of Austin at the following address:

City of Austin Watershed Protection Department
TPDES Coordinator
WPD OTC 11th Floor
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.texas.gov/steers.

Additional guidance can also be obtained by emailing TPDES_Coordinator@austintexas.gov

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.*

Erosion and Sedimentation Controls

Silt Fence: A non-woven fabric filter material supported by welded wire fabric (WWF, 2"x4", 12.5 gauge wire) anchored by 4 ft. (48") steel or wood posts.

Silt fence must be at least 24" high with fabric facing towards the anticipated flow.

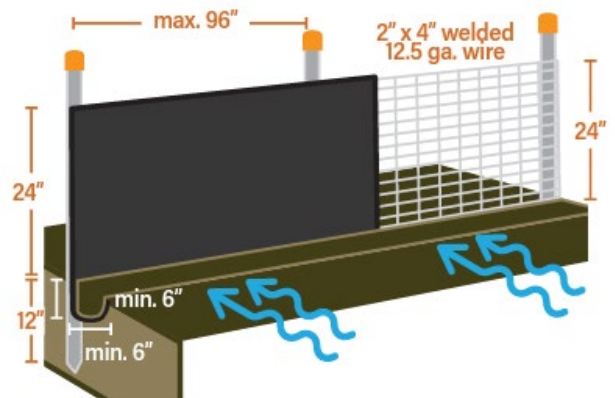
Posts must be embedded at least 12" in the ground and no more than 8 ft. (96") apart.

When installed on impervious cover, the bottom flap should be extended upstream.

Vertical joints should overlap at least 12".

The end of the silt fence should turn back in a 'hook'.

Long sections should incorporate J-hooks as needed to capture sediment uphill, especially on slopes.



Triangular Sediment Filter Dike: Typically easier and faster to install than other ESCs, a Triangular Filter Dike (or Tri-Dike) is prefabricated from 6x6-D2.9xD2.9 welded wire mesh and 4.5 oz. non-woven polyester filter fabric fastened to welded wire mesh. It has a 12" skirt that is a continuous extension of the filter fabric on the upstream face.

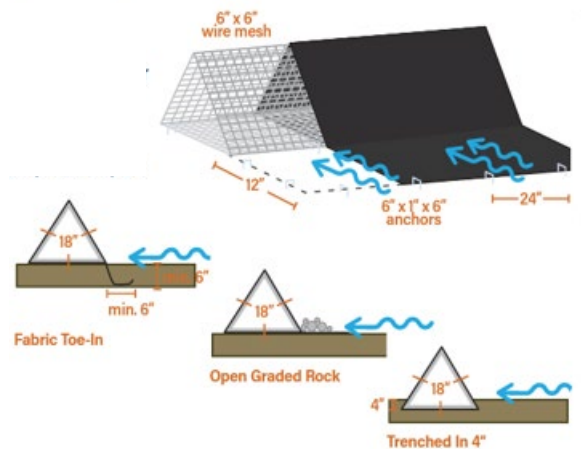
Dikes are placed in a row with ends tightly abutting the adjacent dike. Each filter dike and skirt are anchored in place using 6" stakes, 24" apart maximum.

The skirt may be trenched in:

with 6" minimum (see Fabric Toe-In illustration).

weighted down with a continuous layer of 3-5" open graded rock or with sand/gravel bags placed 18" on center (see Open Graded Rock illustration).

the entire structure can also be trenched in 4" (see Trenched in 4" illustration).



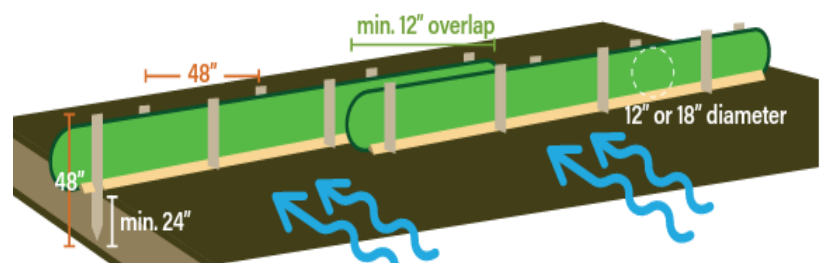
Mulch Socks: A mulch sock consists of material encased in a 12" or 18" diameter tube of mesh and provides an environmentally-sensitive alternative to silt fencing.

Mulch material may consist of shredded bark, stump grindings and/or composted bark and should be produced from a 3" minus screening process. Do NOT use HAY/STRAW!

Ends of adjacent socks should overlap a minimum of 12".

Install using steel or wood posts (48" minimum) placed on 4 ft. (48") centers driven at least 24" into the ground on alternating sides of the sock.

Mulch socks should not be used on slopes greater than 2:1 or in concentrated flow area.



Tree Protection

Protecting a tree's Critical Root Zone (CRZ) is crucial for tree survival during construction and demolition. All trees measuring 19" or greater in diameter (60" in circumference) are classified as protected and require a permit before construction or demolition. These CRZ protections also apply to any trees extending onto a property from neighboring properties.

Tree Measuring Tips

Measure the trunk at 4.5ft. above the ground to find the tree's diameter.

Misshapen or Swollen Trunk: If the bend or swell is on the trunk at 4.5ft. from the ground, measure just below the distortion.

Multi-Trunk: Add the total diameter of the largest trunk to half the diameter of each additional trunk.

CRZ Calculating Guidelines

Each inch of the tree's diameter = 1-foot radius of the full CRZ.

Example: 20" diameter = 20ft. radius, place fencing 20ft. from all points of the tree.

Full CRZ Protection

Place 5ft tall chain-link fencing around the entire full CRZ.

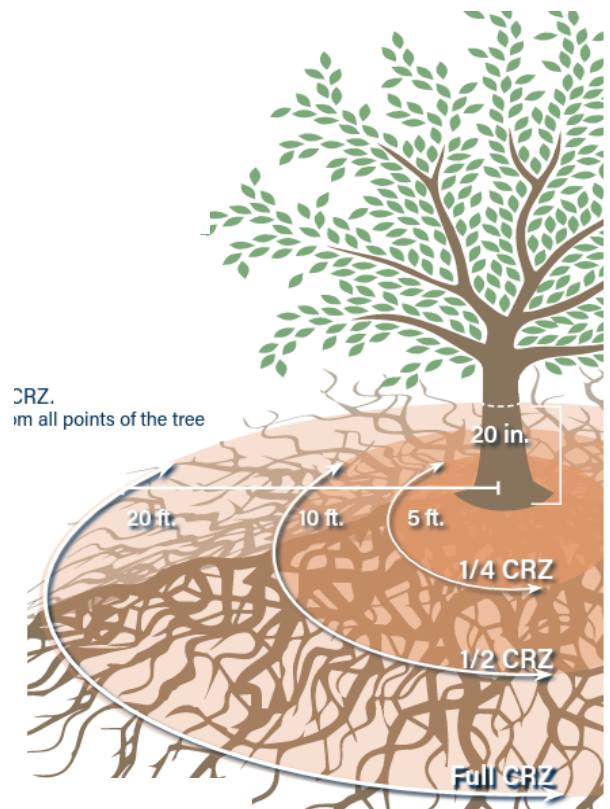
½ CRZ Protection

Place 5ft. tall chain link fencing around as much of the full CRZ as possible.

If fencing cannot be put around the full CRZ, fencing can be pulled back but cannot cross into the ½ CRZ.

¼ CRZ Protection

NO IMPACTS are allowed in the ¼ CRZ.



protective planks in lieu of fencing

Mulching

8" – 12" of wood mulch is required to full CRZ where fencing is not installed.

Vertically strap 2"x4"x6' or greater size lumber around the tree itself in areas where fencing is not an option or fencing is closer than 5ft. from the trunk of the tree.

Decking

Decking is required on top of mulch for access that is within the ½ CRZ.

*Any alternatives to full critical root zone protection will be included on approved plans.