


## How to Apply - UTILITY COORDINATION CASE – FIRST SUBMITTAL


AULCC review is required by applicants for Development Permits (Site Plan, General permits, Excavations) that will excavate 25 feet or greater in the Downtown Austin Project Coordination Zone (DAPCZ) or excavate 300 feet or greater in the Full-Purpose City of Austin jurisdiction. AULCC also required if work is affiliated with a License Agreement or will require a tower crane. Projects less than 300 feet are reviewed as a Small Project Notification.

❖ Visit [abc.austintexas.gov](http://abc.austintexas.gov) to create an Austin Build + Connect user account or login to existing account.





- Select  **Apply for ROW/Special Events**
- Application Type → **Utility Coordination**
- Select **Sub Type**
- Enter **Project Name:** Permit Holder-Location-Project Name PVT = Private Development
- Enter **Project Description:** Describe scope of project that will affect the ROW. Include material quantities, locations, proposed construction methods.

❖ **Select Property/Identify Properties:** Add all affected street segments be selected.

TEXT SEARCH Instructions:

- Address Type → **Segment**
- Street/Segment Number AND Street Name: **Enter Street Name alone or Segment Number and Street Name**
-  all affected street segments. Selected segments will add to bottom of page under Selected Properties

MAP VIEWER Instructions:

- *Optional:* Use mouse to move map to project area OR use Address Search to center map to project area.
- Property Search and Selection Options →  **Select Streets in the Map**
  -  Select: **+ Select Street Segments by Polygon** to begin selection process on map.  
Draw a polygon around street segments to select. Double click to end polygon drawing.
  -  Select: **+ Select Streets by Rectangle** to begin selection process on map.  
Drag to draw box around street segments to select.
  -  Select: **+ Select Streets by Line** to begin selection process on map.  
Cross through each segment in one continuous line to select.
- Select: **Submit**
- Verify highlighted street segments are correct and select: **Selection Complete** to move on

- **Add Properties?** Follow same map selection steps
- Select **Continue**

❖ **APPLICATION DETAILS:**

- Answer as many questions as possible.

❗ **City Sponsored Project applicants please fill out all COST OF SERVICE sections of the application. Reach out to the City Project Manager for funding information.**

❖ **People Details**

- **Select people.** Select Role. Select name from People drop down menu
- If necessary, Select Add New People and fill out information for new contact.

❖ **Application Attachments:** *Engineer seal & Texas Firm Registry Number required on all plan sets*

- Select **Browse** complete plan set as a single file in .pdf format.  
*For plan sizes > 200MB email file-share URL or include URL in project description*
- Select description of attachment and select **Upload**  
**Upload** location map in .pdf format.

❖ **New Application Summary**

- Application fee will be generated once you select **Submit**
- If fees apply, pay fee. Status will move to *Internet Pending*

❗ An invoice will be generated for *Utility Coordination fee + 4% ATD Tech Surcharge*. Your case will not be distributed to reviewers until invoice is posted **PAID**.  
See [austintexas.gov/page/right-way-fees-and-payments](http://austintexas.gov/page/right-way-fees-and-payments) for latest fee schedule.

AULCC Meeting or  
Internal Review Only?

AULCC meetings occur on Thursdays only.  
Franchise projects DO NOT get placed on an AULCC agenda.

Status = Application  
Incomplete?

Go to **My Incomplete Applications**  
Select **Continue**

Ready to RESUBMIT an  
existing UC case?

Resubmittals DO NOT require a new online application.  
Upload the revised plan set to your UC case on [abc.austintexas.gov](http://abc.austintexas.gov)  
Fill out the Resubmittal Request form using the [AULCC Smartsheet Link](#)

**AULCC Contact Point**

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