



**AULCC GENERAL
GUIDELINES**

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A.U.L.C.C. General Guidelines for 90% Submittal

1. Use General Permit Program format. For more information, contact:
 - 1.1. O. B. McKown OB.Mckown@AustinTexas.gov 512 974 6330
 - 1.2. Zackary Martin Zackary.Martin@AustinTexas.gov 512 974 6356
2. All plan sheets must have name and PE number of engineer responsible for design and the engineering consultant's TBPE firm registration number on every sheet/page of plan set per TBPE rule §137.77
3. Utility plan and profile drawn to scale. We suggest one inch equals 40 feet (1:40) in plan and one inch equals six feet (1:6) in profile.
4. All symbology, line types, abbreviations explained on a legend sheet between the index sheet and first layout sheet.
5. (RECOMMENDED) North arrow on each sheet aligned to point at top edge or left edge of sheets.
6. Property information shall include property lines, property address, owner name(s).
7. Right-of-way line shall be described in heavy line weight (clearly defined and labeled) and labelled *ROW*
8. Easements shall be labelled as to type, use (PUE, Electric, Wastewater, etc.), and width with distinct line type and easement document number.
9. Roadway features shall include sidewalk, edge of pavement (label *EOP*), curb-gutter (label *BOC* or *FOC*), street name and street class.
10. Bore pit location and dimensions shall be described if using bore methods.
11. Distinct line type shall be used in **plan** and **profile** to distinguish different construction methods.
12. All existing and proposed utilities shall be described and labelled with size, material type, and usage (i.e., W, WW, elec, SD).
13. All infrastructure that is abandoned and no longer serving the original utility purpose shall be labeled as abandoned (i.e., AB, ABND).
14. Existing feature locations are verified by field survey (tie-down using survey monuments and or benchmarks).
15. 24-inch and greater dimension(s) shall be described with double line to render actual dimension(s) of line/main.
16. Show existing ground in profile view.
17. Capital Metro Rail, TXDOT or other ROWs must be labeled and show with bold distinct line type.
18. Indicate stationing along proposed alignment in **plan** and **profile**.
19. Label all proposed utilities to be constructed by others as *by others*.
20. Buried fiber minimum cover 36-inch for directional drill method, 30-inch for open trench method.
21. Carrier conduit required for all utility installations by bore in City ROW – no direct-bury cable under city maintained structures.
22. Bore pit or trench depth greater than 60-inches requires shoring detail.
23. Add all City of Austin Standard Details appropriate for the project. (trench details, sidewalk repair, curb-gutter repair details, pavement repair, etc.).
24. Please select appropriate City details that apply to your project from City of Austin Standard Specifications Manual here: municode.com/library/tx/austin/codes/standards_manual

25. Include on Cover Sheet:

“ALL RESPONSIBILITY FOR THE ADEQUACY OF THESE PLANS REMAINS WITH THE ENGINEER WHO PREPARED THEM. IN REVIEWING THESE PLANS, THE CITY OF AUSTIN MUST RELY UPON THE ADEQUACY OF THE WORK OF THE DESIGN ENGINEER.”

26. Include in General Notes:

“APPROPRIATE EASMENT OR ACCESS AGREEMENT MUST BE SECURED FOR PROJECT AREA OUTSIDE RIGHT OF WAY BEFORE WORK BEGINS. MUST OBTAIN PERMISSION FROM AFFECTED PROPERTY OWNERS FOR ANY CONSTURCTION-RELATED ACTIVITY THAT MAY ENCROACH ON ADJACENT PROPERTY.”

27. Include on all Plan and Profile sheets:

- 27.1. All existing utilities crossing bore path must be physically located (potholed) for horizontal and vertical location prior to installation.
- 27.2. Location information gathered by potholing must be added to profile sheets.
- 27.3. Must maintain minimum vertical and horizontal clearance from all existing and proposed utilities based on minimum requirement by utility provider.
- 27.4. Contact One Call utility locate service as required by state law.

Suggested Planimetric Labeling

G..... Gas Line

WW..... Wastewater Line

T..... Telecom

SD..... Storm Drain Line

SW..... Sidewalk

EOP..... Edge of Pavement

W..... Water Line

RW..... Reclaimed Water Line

BOC..... Back of Curb

AEU..... Austin Energy Underground

ROW..... Right-of-Way

AEC..... Austin Energy Chilled Water

OH..... Overhead Utility

Consultant/Designer is responsible for performing quality control to ensure 90% submittal conforms to utility owner requirements and City of Austin Utilities Criteria.

This guide is intended as an aide to facilitate Utility Coordination review. Additional information may be required depending on circumstances of each case.

AULCC CONTACT POINT

Utility Coordination

Reza Sedghy	Reza.Sedghy@AustinTexas.gov	512 974 7912
Isaiah Lewallen	Isaiah.Lewallen@AustinTexas.gov	512 974 1479
Jaclyn Lozano	Jaclyn.Lozano@AustinTexas.gov	512 974 2412

Small Cell Contact

April Sellers Oldag	April.Sellers@AustinTexas.gov	512 974 3430
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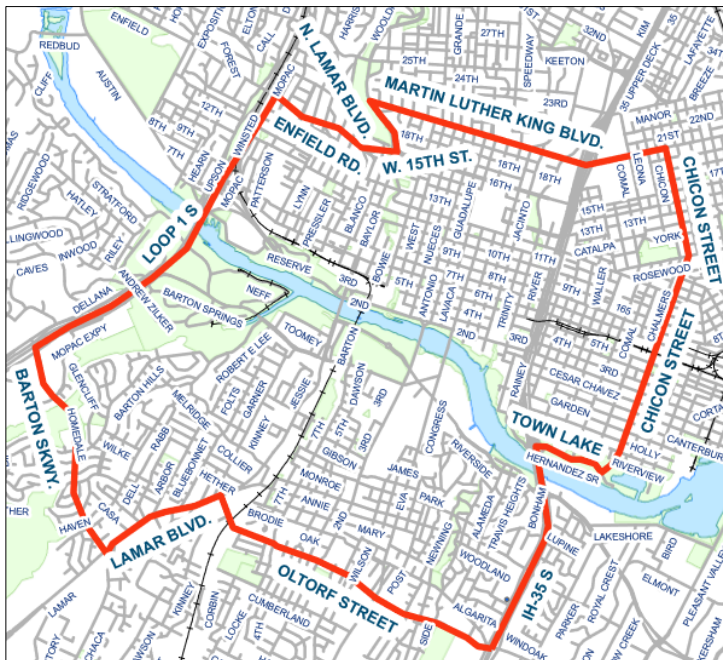
Corridor Program Office Contact

Gregory Pepper	Greg.Pepper@AustinTexas.gov	512 974 7282
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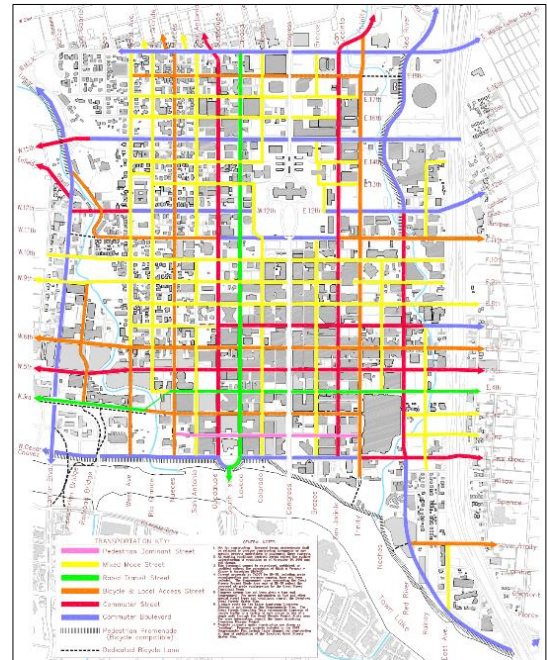
AULCC Review Required by applicants for Development Permits (Site Plan, General Permits, Excavations) that will

- Utilize 25-ft or greater in the Downtown Austin Project Coordination Zone (**DAPCZ**)
OR
 - Utilize 300-ft or greater in all full purpose COA jurisdiction
- All projects less than 300-ft or 25-ft in DAPCZ are reviewed as a small project notification*

DAPCZ Boundaries



Great Streets Boundaries (see page 14)



AUSTIN WATER UTILITY – INFRASTRUCTURE MANAGEMENT GENERAL GUIDELINES

1. Conform to City of Austin Utilities Criteria Manual Section 3
2. All plan sheets must have name and PE number for engineer responsible for design and the engineering consultants TBPE firm registration number on every sheet/page of plan set per TBPE rule §137.77
3. Please register at the following address to obtain access to AW record information
3.1. [AustinTexas.gov/water/GIS_EXTERN/GIS_AccessRequest_Form.cfm](https://austintexas.gov/water/GIS_EXTERN/GIS_AccessRequest_Form.cfm)
4. Include on each plan sheet
 - 4.1. Austin Water as-built project number,
 - 4.2. Water intersection number,
 - 4.3. Wastewater profile number,
 - 4.4. Main size, material type, and usage (W/WW/Reclaimed), i.e., 6" CI WL
 - 4.5. If main is abandoned be sure to label line as AB, ABND, etc., i.e., AB/ABND 6" CI WL, 8" PVC WWL ABND/AB
5. Show AW infrastructure that is 24-inches and larger as double-lined to reflect internal diameter.
6. Describe Austin Water infrastructure and appurtenances per as-built records.
7. If actual location differs from record location provide method by which information was obtained and submit proof, i.e., pictures, surveyed information (tie-down using XYZ coordinates).
8. Profile required by City Code 14-11-173
9. When dimensioning/measuring separations, be sure to dimension/measure between proposed infrastructure and improvements from outside diameter to outside diameter or outside edge to outside edge
10. Bore Pits are to be 5' horizontal separation from AW infrastructure and appurtenances (outside diameter/edge to outside diameter/edge). Bore Pits cannot be above AW infrastructure, especially behind fire hydrants
 - 10.1. If possible do not disturb AW infrastructure trenches. The 5' will ensure integrity of trenches and will account for larger mains.
 - 10.2. Consideration for less than 5' will be given on a case-by-case basis depending on constraints shown on plans, size & depth of mains, and alternatives considered to try to meet 5'/2'.
11. Do not disturb Austin Water trenches. 60-inches (5-ft) horizontal separation ensures integrity of trench and accounts for larger mains.
12. Consideration is given case-by-case for clearances less than 24-inch (2-ft) vertical / 60-inch (5-ft) horizontal dependent upon
 - 12.1. Constraints described
 - 12.2. Size, depth, material of affected main
 - 12.3. Alternatives considered to meet statutory minimum clearances
13. City staff may require video surveying for directional drilling method of construction per Utilities Criteria Manual 5.7.2
14. Consider above items in relationship to proposed works and ensure *all* proposed utilities are described on plan and profile sheets.
- 15. Print to scale.**

AUSTIN WATER CONTACT POINT

Eric Sermeno

Eric.Sermeno@AustinTexas.gov

512 972 0497

Record Drawings

Please register at the following address to obtain access to AW record information

AustinTexas.gov/water/GIS_EXTERN/GIS_AccessRequest_Form.cfm

AUSTIN TRANSPORTATION DEPARTMENT – SIGNAL OPERATIONS GENERAL GUIDELINES

1. Describe traffic signaling infrastructure on plan and profile
 - 1.1. Location
 - 1.2. Pole number
 - 1.3. Anchor location
 - 1.4. Guy direction
 - 1.5. Duct bank dimensions
 - 1.6. Conduit size and count
 - 1.7. All appurtenances including vaults, hand holes, cabinets, etc.
2. As-built drawings provided on request to Chris Dixon

SIGNAL OPERATIONS CONTACT POINT

Chris Dixon	Chris.Dixon@AustinTexas.gov	512 974 4052
Seyed Ghazinezhadian	Seyed.Ghazinezhadian@AustinTexas.gov	512 974 4065
Ben Henson	Ben.Henson@AustinTexas.gov	512 974 4899

WATERSHED PROTECTION DEPARTMENT – STORM DRAIN INFRASTRUCTURE GENERAL GUIDELINES

1. 24-inches (2-ft) minimum vertical separation from outer edge of storm drain, manhole, inlet or appurtenance. Preferred 36-inches (3-ft) vertical separation below outer edge of storm drain to protect storm drain pipe bedding material.
2. 60-inches (5-ft) minimum horizontal separation from outer edge of storm drain, manhole, inlet or appurtenance
3. **REQUIRED NOTE**, above clearances (minimum 2-ft vertical and 5-ft horizontal) shall be stated in a general note
4. Profile required at all crossings of storm drain line
5. Label all storm drain lines with size (diameter for circular pipes, span by rise for box culverts, etc.) and material
6. Label all storm drain lines *SD*
7. Refer to the Drainage Criteria Manual (DCM) for Storm Drain design criteria here:
https://library.municode.com/tx/austin/codes/drainage_criteria_manual
8. Approximate storm drain infrastructure locations can be viewed here:
Property Profile website
<http://www.austintexas.gov/GIS/PropertyProfile/>
Development Web Map
<http://www.austintexas.gov/GIS/DevelopmentWebMap/Viewer.aspx>
Information on the websites should be verified with field survey.

WATERSHED PROTECTION CONTACT POINT

Reyes Camacho	Reyes.Camacho@AustinTexas.gov	512 974 3506
Natalie Ortiz	Natalie.Ortiz@AustinTexas.gov	512 974 1455
Engineering		
Rebeka McKay	Rebeka.Mckay@AustinTexas.gov	512 974 3353
Sergio Mendoza	Sergio.Mendoza@AustinTexas.gov	512 974 3346
Record Drawings		
Patrick Dowley	Patrick.Dowley@AustinTexas.gov	512 974 7290

AUSTIN ENERGY GENERAL GUIDELINES

1. Austin Energy GIS maps are for geographic reference only and represent only approximate relative location of property boundaries. Field survey Austin Energy facilities for exact locations.
2. Describe all existing electric infrastructure
 - 2.1. pole number
 - 2.2. guys
 - 2.3. anchors
 - 2.4. overhead electric
 - 2.5. underground electric
 - 2.6. pull boxes drawn to scale, labelled with outer diameter and material
 - 2.7. manholes drawn to scale and dimensioned
3. Minimum separation from Austin Energy facilities 24-inches measured from outer dimension to outer dimension
4. If proposed facility within 60-inches of Austin Energy facility locate, pothole and survey for exact horizontal and vertical location. Potholing not required for hand-dug works.
5. Excavation within 100-feet of moonlight tower or moonlight tower guy anchor requires description of measures to protect these structures and approval of these measures by Austin Energy.
6. **REQUIRED NOTE** If trenching within 60-inches (outer dimension) of Austin Energy pole or guy anchor include note at each location *CONTACT AUSTIN ENERGY FOR POLE SUPPORT (CHARGES APPLY)*.

AUSTIN ENERGY CONTACT POINT

Network & Downtown

Rudy Vela	Rudy.Vela@AustinEnergy.com	512 505 7650
Gary Simmank	Gary.Simmank@AustinEnergy.com	512 505 7120

Southeast & Southwest

John Biehn	John.Biehn@AustinEnergy.com	512 505 7647
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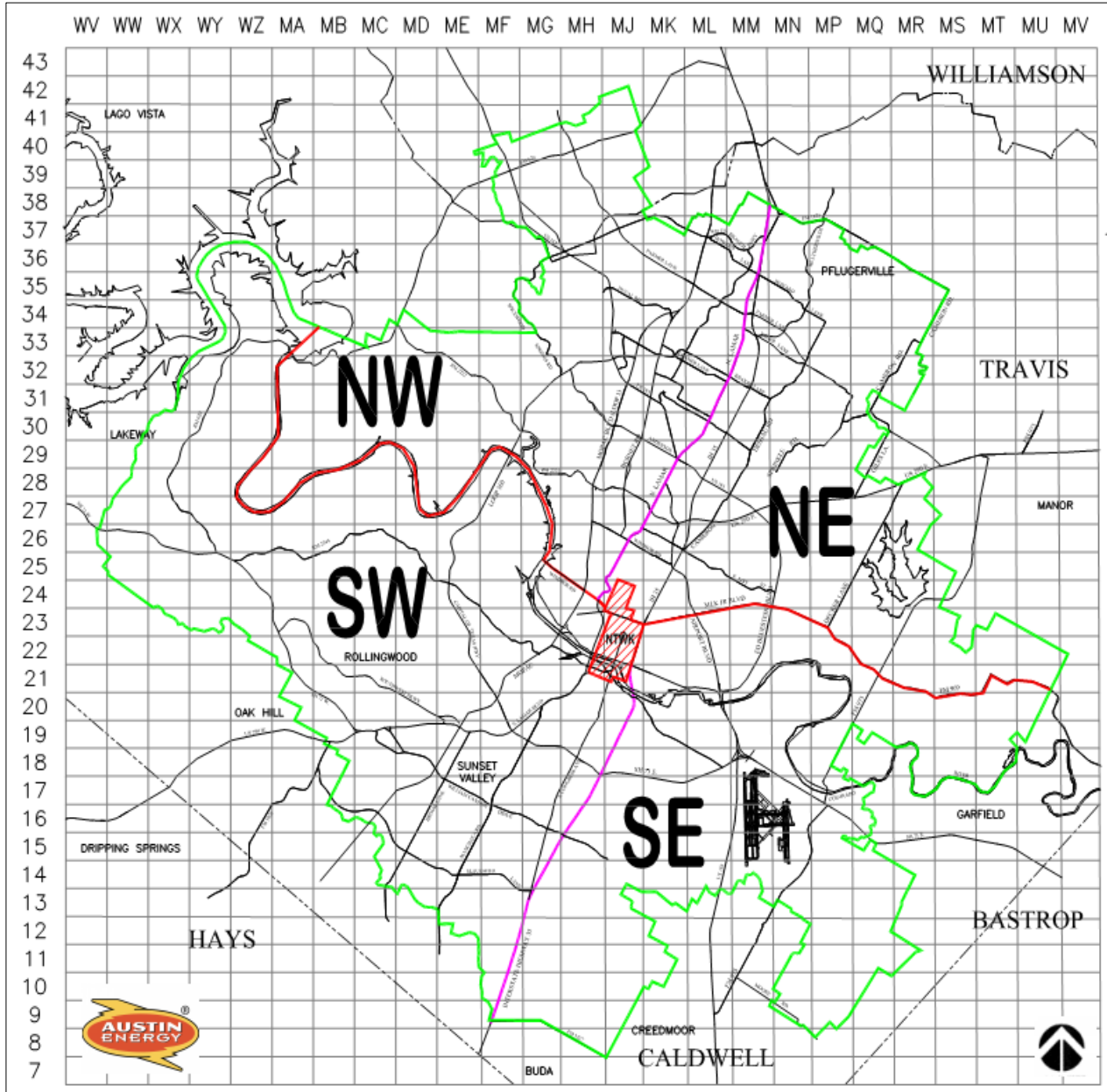
Southeast & Southwest AULCC Representative

Megan Willis	Megan.Willis@AustinEnergy.com	512 505 7503
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Northwest & Northeast

Daniel McReynolds	Daniel.McReynolds@AustinEnergy.com	512 505 7868
Brian Van Dyke	Brian.VanDyke@AustinEnergy.com	512 505 7247
Mora Asadi	Mora.Asadi@AustinEnergy.com	512 505 7010

Austin Energy Design Area Map



AUSTIN ENERGY ONSITE ENERGY RESOURCES (CHILLED WATER) GENERAL GUIDELINES

1. Minimum separation from Austin Energy chill water pipes and fiber conduit
 - 1.1.1.24-inches below
 - 1.1.2.24-inches right and left
 - 1.1.3.36-inches above
2. Austin Energy chill water facilities shall be described on all sheets in plan and profile
3. Contractor shall pothole to locate all Austin Energy chill water piping and fiber conduit at each proposed crossing and at 300 foot intervals along drill path if proposed construction method is directional drill and running line is parallel to Austin Energy chill water facility.
4. Contractor shall contact Austin Energy Chill Water Piping Inspector 24 hours before exposing or crossing Austin energy chill water facilities: **Richard Hengst - 512 667 4551**
5. **REQUIRED NOTE** stating #3 and #4 above shall be placed on all sheets
6. Discharge of Austin Energy chill water system product
 - 6.1.1. Austin Energy chill water product contains chemicals and must be analyzed prior to discharge from the system.
 - 6.1.2. There shall be no penetrations of Austin Energy chill water piping. Chill water system product shall only be discharged to sanitary wastewater system and only with 24-hour advance notification to Austin Water.
 - 6.1.3. If penetration occurs telephone Richard Hengst immediately on 512-667-4551.
 - 6.1.4. Contractor shall repair damage to Austin Energy chill water system according to Austin Energy chill water specification at own cost.
7. See City of Austin [Utilities Criteria Manual](#) 2.5.0, 2.9.0, 2.9.B.17, 2.9.5B, C, section 3.4 (entire), 3.7.1, 5.7.2, 5.6.2

AUSTIN ENERGY CHILLED WATER CONTACT POINT

Mueller Energy Center

Barrett Story	Barrett.Story@AustinEnergy.com	512 505 3840
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Domain

Whitney Moyer	Whitney.Moyer@AustinEnergy.com	512 505 7148
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Central Business District

Richard Hengst	Richard.Hengst@AustinEnergy.com	512 505 3838
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PUBLIC WORKS DEPARTMENT – STREET AND BRIDGE OPERATIONS GENERAL GUIDELINES

1. Plan shall describe
 - 1.1. Curb-gutter or edge of pavement
 - 1.2. Lane lines
 - 1.3. Sidewalks
 - 1.4. Pedestrian ramps
 - 1.5. Non-standard materials (e.g. pavers, etc.)
 - 1.6. Proposed method of construction (differentiate on plan by linetype)
 - 1.7. Pavement removal and restoration area (cross-hatch on plan)
 - 1.8. Trench line within restoration area
2. Minimum plan requirements
 - 2.1. Describe limits of utility work and pavement or concrete structure damage clearly
 - 2.2. Appropriate trench repair details (at least 1100S-2, 1100S-3, 1100S-5, 1100S-7) to address all pavement types likely to be encountered.
 - 2.3. Appropriate details for repair of sidewalk, curb-gutter, driveway approach, etc.
 - 2.4. Applicable repair notes
 - 2.5. Include table listing all affected streets and include the following:
 - 2.5.1. street name
 - 2.5.2. street classification
 - 2.5.3. protection status
3. Pavement repair recommendation
 - 3.1. Include Standard Details 1100S-2, 1100S-3, 1100S-5
 - 3.2. If using Standard Details 1100-S-8A, 1100S-8B, 1100S-6B, 1100S-6D substitute CLSM where Class J PC concrete is shown.
 - 3.3. CLSM recommended for backfill
4. Pavement Restoration Plan (enhanced restoration strategy)
 - 4.1. Required for:
 - 4.1.1. all pavement cuts in Downtown Austin Project Coordination Zone
 - 4.1.2. all pavement cuts in Protected Streets
 - 4.1.3. all pavement cuts exceeding 300 linear feet
 - 4.2. See Standard Detail 1100S-7. In addition to trench repair contractor must remove and replace existing asphaltic concrete surface full width of lane (travel, parking, bicycle) for length of repair project.
 - 4.3. Replacement asphaltic concrete (Item 340S) surface layer shall be of type and thickness appropriate for street functional classification.
 - 4.3.1. Residential: replace minimum two (2) inches HMAC Type D
 - 4.3.2. Collector or Arterial: replace minimum three (3) inches HMAC Type C
 - 4.4. Concrete street pavement restoration limits determined by joint locations
5. Sidewalks, pedestrian ramps, curb-gutter, driveway approaches
 - 5.1. Avoid placing vaults, hand holes, bore pits, etc. in sidewalks, pedestrian ramps, curb-gutter or driveway approach

- 5.2. repair plan required for damaged concrete structures
- 5.3. replacement of the structures must meet ADA specification
- 6. Include **Street Repair Notes** to the plans from S&B's Street Repair Guidelines – see link at 6.1. AustinTexas.gov/StreetAndBridge

STREET REPAIR NOTES

TRENCH REPAIR: USE THE APPROPRIATE 1100S SERIES DETAILS FOR TRENCH REPAIRS: 1100S-2 (FLEXIBLE BASE AND AN ASPHALT SURFACE), 1100S-3 (CONCRETE OR ASPHALT OVERLAID CONCRETE), AND 1100S-5 (FULL DEPTH ASPHALT STREETS). CLSM SHALL BE SUBSTITUTED FOR BACKFILL AND FLEXIBLE BASE REPLACEMENT PER THE DETAIL NOTES.

SURFACE RESTORATION: SURFACE PAVEMENT RESTORATION IS REQUIRED WHEN CUTS 1) ARE OVER 300 LINEAR FEET IN LENGTH, 2) OCCUR WITH THE DAPCZ AREA, OR 3) OCCUR WITHIN PROTECTED STREET SEGMENTS. USE DETAIL 1100S-7 FOR DETERMINING AREAS REQUIRING SURFACE REMOVAL AND REPLACEMENT. THE REPLACEMENT ASPHALTIC CONCRETE SURFACE LAYER THICKNESS SHALL BE A MINIMUM 2 INCHES HMAC TYPE D FOR LOCAL OR RESIDENTIAL STREETS AND A MINIMUM 3 INCHES HMAC TYPE C FOR COLLECTOR OR ARTERIAL STREETS (SEE ITEM 340S, SECTION 340S.4).

CONCRETE AND COMPOSITE PAVEMENTS: IN CONCRETE STREETS, ACTUAL RESTORATION LIMITS ARE DETERMINED BY JOINT LOCATIONS. FOR COMPOSITE PAVEMENTS CONSTRUCTED OF CONCRETE WITH A HMAC OVERLAY, USE 1100S-3 FOR TRENCH REPAIR (USING CLASS 360S CONCRETE) AND 1100S-7 FOR DETERMINATION OF ASPHALT SURFACE RESTORATION AREAS.

STREET & BRIDGE CONTACT POINT

Daren Duncan	Daren.Duncan@AustinTexas.gov	512 974 8774
David Boswell	David.Boswell@AustinTexas.gov	512 974 7071

PLANNING AND ZONING DEPARTMENT – URBAN DESIGN GENERAL GUIDELINES

1. Plan shall describe
 - 1.1. Equipment proposed for installation
 - 1.2. Outer dimensions of proposed equipment
 - 1.3. Installation height above grade
 - 1.4. If applicable pole type, material and dimension for proposed equipment attachment
 - 1.4.1. Existing traffic signal
 - 1.4.2. Existing Austin Energy
 - 1.4.3. Decorative
 - 1.4.4. New pole
 - 1.4.5. Faux treatments proposed
 - 1.5. Indicate distance to historic landmarks, parks, schools, residential-zoned property, trees
 - 1.6. Existing utilities and surface features
 - 1.7. Type of proposed facility
 - 1.8. Proposed construction method
 - 1.9. Rendering of proposed location after installation of equipment
2. Location
 - 2.1. If area zoned or otherwise designated a historic district or landmark provide proof of approval by Historic Preservation Office
 - 2.2. New nodes must be at least 20 feet from a historic property.
 - 2.3. Indicate name of Design District or Underground Utility District if any
 - 2.4. Design standards vary by design district and can be found in section 12.7 of the Transportation Criteria Manual.
3. Include photograph of proposed facility location
4. If new pole provide justification for new pole through analysis of nearby poles deemed unsuitable.
5. New equipment placed on an existing metal pole must match the existing pole color.

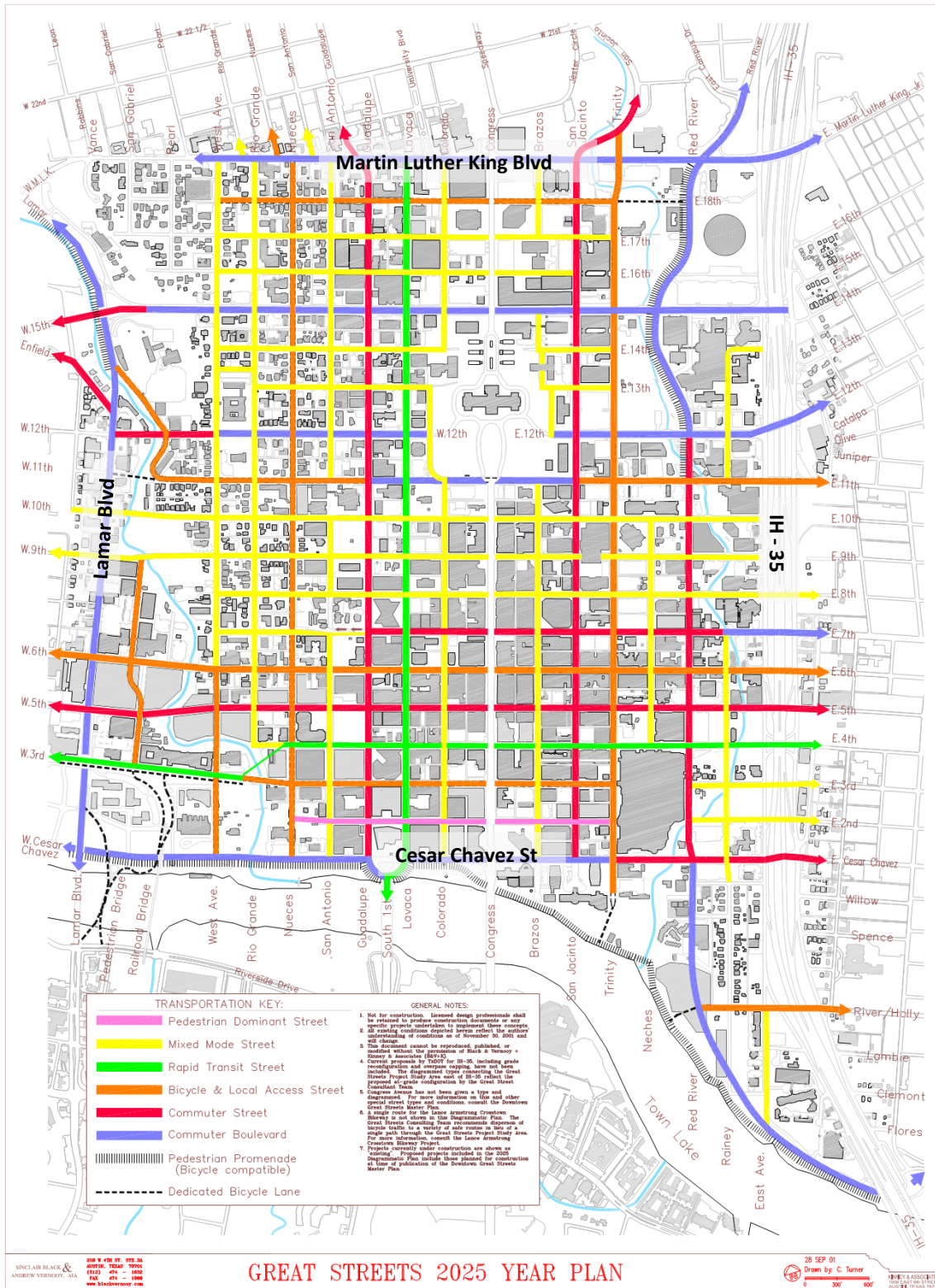
URBAN DESIGN CONTACT POINT

Anne Milne

Anne.Milne@AustinTexas.gov

512 974 2868

Great Streets Boundaries



AUSTIN TRANSPORTATION DEPARTMENT – TEMPORARY TRAFFIC CONTROL REVIEW GENERAL GUIDELINES

1. Plan must be legible and include
 - 1.1. North arrow
 - 1.2. Properly aligned matchlines
 - 1.3. Scale
 - 1.4. Sheet numbers
 - 1.5. Legend
 - 1.6. Street names
 - 1.7. Cover sheet
 - 1.8. Development permit number
 - 1.9. All approaches to work area
2. Plan must describe existing conditions
 - 2.1. Roadway classification
 - 2.2. Lane configuration
 - 2.3. Posted speed limit
 - 2.4. Pedestrian facilities
 - 2.5. Driveway approach locations
 - 2.6. Construction entrances and exists
 - 2.7. Proposed and existing utilities
 - 2.8. Pavement restoration plan
3. Plan must describe all parts of temporary traffic control area
 - 3.1. Advance warning area
 - 3.2. Transition area
 - 3.3. Activity area
 - 3.4. Termination area
 - 3.5. Devices and device types
 - 3.6. Device spacing
 - 3.7. Flag stations
4. Plan must describe duration of activity and daily work hours

TRAFFIC CONTROL CONTACT POINT

Traffic Control Plan Review: TCPreview@AustinTexas.gov

Shawn Jackson

Shawn.Jackson@AustinTexas.gov

512 974 7832

TEXAS GAS SERVICE GENERAL GUIDELINES

1. Describe all gas facilities (above and below ground) accurately
2. Include main size and material type on the plans as noted on provided TGS system maps.
3. 24-inches vertical and horizontal separation (OD to OD) from gas distribution mains
4. 60-inches horizontal and 24-inches vertical separation (OD to OD) from High Pressure Distribution or Transmission gas lines
5. High Pressure Distribution or Transmission gas lines shall be labelled as such on plan and profile sheets.
6. **REQUIRED NOTE** on all plan and profile sheets:
 - 6.1. *When working within the tolerance zone which is 18" plus half the nominal diameter of the pipeline an excavator shall exercise such reasonable care as may be necessary to prevent damage using methods such as hand digging, soft digging and vacuum excavation methods. Reference the Texas Administrative Code Title 16 Part 1 Chapter 18 Rules 18.2 and 18.10.*
 - 6.2. *When digging within ten (10) feet of a Transmission or High Pressure Distribution line please contact Eddie Marenco 512-423-8466 edward.marenco@onegas.com minimum 48 hours in advance so that a TGS representative can be scheduled to be present during excavation activity. Please maintain at least 5 feet separation (OD to OD) from the transmission or HPD line as well."*

TEXAS GAS CONTACT POINT

Chelsiegh Hart	Chelseigh.Hart@OneGas.com	512 465 1122
Rene Pena	Rene.Pena@OneGas.com	512 465 1188
Stephen Fernandez	Stephen.Fernandez@OneGas.com	512 465 1121

Other gas utility providers in Austin:

Atmos Energy	512 275 7343
CenterPoint Energy	512 481 1215

TO APPLY FOR A UTILITY COORDINATION CASE

- Visit abc.AustinTexas.gov to create an Austin Build + Connect user account or to log in.
Your ROWMAN website username and password should work for Austin Build + Connect.
 - Select **Apply for Right-Of-Way Permits.**
 - Select **Utility Coordination.**
 - Complete the application. Application is not complete until you click **Submit For Billing** and the status of your application says: **Internet Pending.**
If you click Save and Continue Later your application will not be reviewed.
- Print Screen or screen-capture an image of the project ID number generated by your application (2018-000000-000-00-UC).
Austin Build + Connect does not provide a confirmation page.
- Visit ftp.ci.austin.tx.us/ATD_AULCC to obtain the AULCC Data Transmittal Workbook
 - Complete the **Transmittal Sheet** tab in the Data Transmittal Workbook.
 - Save As** Excel 97-2003 (.xls) format file and store on USB stick or CD storage media.
- Save As** plan set to a single file in .pdf format and store on USB stick or CD storage media OR upload file through Austin Build + Connect website: abc.AustinTexas.gov
- Provide a location map in .pdf format on USB stick or CD storage media OR upload file through Austin Build + Connect website: abc.AustinTexas.gov
- Provide three (3) paper copies of your plan set in 11-inch by 17-inch (11x17) or 12-inch by 18-inch (12x18) format.
Utility plan and profile sheets shall be drawn to scale.
- Deliver to: *Austin Transportation Department Attention: AULCC; 3701 Lake Austin Blvd; Austin, Texas 78703*
 1. Cover letter
 2. Three (3) paper plan sets
 3. Storage media containing
 - a. Plan Set in Single PDF format 11-in x 17-in or 12-in x 18-in **to scale**
 - b. Location map in PDF format
 - c. Data Transmittal Workbook in Excel 97-2003 format
 - d. Screen Capture of completed application

RESUBMITTALS do not require a new online application. Resend 1, 2, 3a, 3b & 3c from above.

AULCC CONTACT POINT

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Isaiah Lewallen	Isaiah.Lewallen@AustinTexas.gov	512 974 1479
Jaclyn Lozano	Jaclyn.Lozano@AustinTexas.gov	512 974 2412

TO APPLY FOR SMALL CELL

- Visit abc.AustinTexas.gov to create an Austin Build + Connect user account or to log in.
 - Select **Apply for Right-Of-Way Permits.**
 - Select **Small Cell Permit.**
 - Complete the application. Application is not complete until you click **Submit For Billing** and the status of your application says: **Internet Pending.**
If you click Save and Continue Later your application will not be reviewed.
- Required documents in PDF format:
 - Complete Site plan (See A.U.L.C.C. Minimum Requirements for site plan guidelines)
 - Complete Pole Application
 - Structural Pole Load Analysis
 - Artistic rendering or pictures showing the network provider's equipment.
- Submit the traffic control plan for review 6 weeks prior to construction.
TCPreview@AustinTexas.gov
- Visit AustinTexas.gov/department/wireless-telecommunications for more information on the Small Cell application process

SMALL CELL CONTACT POINT

April Sellers Oldag

April.Sellers@AustinTexas.gov

512 974 3430

TO APPLY FOR GENERAL PERMIT

GENERAL PERMIT CONTACT POINT

One Texas Center - 505 Barton Springs Rd - 4th Floor

O. B. McKown	OB.Mckown@AustinTexas.gov	512 974 6330
Zackary Martin	Zackary.Martin@AustinTexas.gov	512 974 6356

Apply for General Permit after AULCC Completeness Letter is issued

GENERAL PERMIT CONTACT POINT

O. B. McKown OB.Mckown@AustinTexas.gov 512 974 6330
Zackary Martin Zackary.Martin@AustinTexas.gov 512 974 6356
Deliver General Permit Submittals to: 505 Barton Springs Rd - 4th Floor LUR Intake

Apply for Right-Of-Way Permits(s) after
General Permit status is *Approved and Released*

OR

Small Cell Permit is *Approved*

1. Apply for permits at: abc.AustinTexas.gov

Right-Of-Way permit information: AustinTexas.gov/Department/Right-Way-Row-Permits

RIGHT-OF-WAY MANAGEMENT CONTACT POINT

3701 Lake Austin Blvd RightOfWay@AustinTexas.gov 512 974 1150

2. Coordinate with Austin Center for Events Calendar: AustinTexas.gov/CityStage

ACE CONTACT: Betty Torres Betty.Torres@AustinTexas.gov 512 974 2779

Before starting excavation in the Right-Of-Way

3. Schedule preconstruction meeting with utility cut inspector by calling number on permit.

To schedule inspection: 512 480 0623

ROW UTILITY CUT INSPECTORS SUPERVISOR

Michael Jones Michael.Jones2@AustinTexas.gov 512 974 3523

Closing a vehicle lane or sidewalk in an Arterial-class roadway or the Central Business District?

[Phone 3-1-1 at least three \(3\) days before work](tel:311)

- Ask the 3-1-1 Ambassador to open a Lane Closure Customer Service Request.
- Have your permit number, approved lane or sidewalk closure times, and dates ready.

Contact List

Austin Center for Events (ACE)

Betty Torres Betty.Torres@AustinTexas.gov 512 974 2779

Austin Energy

Network & Downtown

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Gary Simmank Gary.Simmank@AustinEnergy.com 512 505 7120

Northwest & Northeast

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Brian Van Dyke Brian.VanDyke@AustinEnergy.com 512 505 7247

Mora Asadi Mora.Asadi@AustinEnergy.com 512 505 7010

Southeast & Southwest

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Southeast & Southwest AULCC Representative

Megan Willis Megan.Willis@AustinEnergy.com 512 505 7503

Austin Energy Chilled Water

Muller Energy Center

Barrett Story Barrett.Story@AustinEnergy.com 512 505 3840

Domain

Whitney Moyer Whitney.Moyer@AustinEnergy.com 512 505 7148

Central Business District

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Austin Transportation | Austin Utility Location & Coordination Committee (AULCC)

Reza Sedghy Reza.Sedghy@AustinTexas.gov 512 974 7912

Isaiah Lewallen Isaiah.Lewallen@AustinTexas.gov 512 974 1479

Jaclyn Lozano Jaclyn.Lozano@AustinTexas.gov 512 974 2412

Austin Transportation | Traffic Control Review

Traffic Control Plan Review: TCPreview@AustinTexas.gov

Shawn Jackson Shawn.Jackson@AustinTexas.gov 512 974 7832

Austin Transportation | Signal Operations

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Seyed Ghazinezhadian Seyed.Ghazinezhadian@AustinTexas.gov 512 974 4065

Ben Henson Ben.Henson@AustinTexas.gov 512 974 4899

Austin Water

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Corridor Program Office

Gregory Pepper Greg.Pepper@AustinTexas.gov 512 974 7282

Development Services | General Permit Program

O. B. McKown OB.Mckown@AustinTexas.gov 512 974 6330
Zackary Martin Zackary.Martin@AustinTexas.gov 512 974 6356

Office of Real Estate Services

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Planning and Zoning | Urban Design

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Public Works | Street & Bridge

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David Boswell David.Boswell@AustinTexas.gov 512 974 7071

Telecommunications and Regulatory Affairs | Small Cell

April Sellers Oldag April.Sellers@AustinTexas.gov 512 974 3430

Texas Gas Service

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Rene Pena Rene.Pena@OneGas.com 512 465 1188
Stephen Fernandez Stephen.Fernandez@OneGas.com 512 465 1121

Watershed Protection

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Natalie Ortiz Natalie.Ortiz@AustinTexas.gov 512 974 1455

Engineering

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Sergio Mendoza Sergio.Mendoza@AustinTexas.gov 512 974 3346

Record Drawings

Patrick Dowley Patrick.Dowley@AustinTexas.gov 512 974 7290

Helpful Links

Austin Center for Events Calendar: <http://www.austintexas.gov/citystage>

Austin GIS – Development Web Map

<http://www.austintexas.gov/GIS/DevelopmentWebMap/Viewer.aspx>

Austin GIS – Property Profile

<http://www.austintexas.gov/GIS/PropertyProfile/>

Austin Transportation – Right of Way Division Management Website

<http://www.austintexas.gov/department/right-of-way-management>

ABC Portal

<https://abc.austintexas.gov/web/permit/login?reset=true>

Right of Way Permit Information Website

<http://austintexas.gov/department/right-way-row-permits>

Austin Utility Location & Coordination Committee FTP Website

ftp://ftp.ci.austin.tx.us/ATD_AULCC

Austin Water GIS Data Request Form

https://www.austintexas.gov/water/GIS_EXTERN/GIS_AccessRequest_Form.cfm

City of Austin Code

<https://library.municode.com/tx/austin>

Drainage Criterial Manual

https://library.municode.com/tx/austin/codes/drainage_criteria_manual

Standards Manual

https://library.municode.com/tx/austin/codes/standards_manual

Transportation Criteria Manual

https://library.municode.com/tx/austin/codes/transportation_criteria_manual

Utilities Criterial Manual

https://library.municode.com/tx/austin/codes/utilities_criteria_manual

Corridor Program Office Website

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

Planning & Zoning Great Streets Program Website

<http://www.austintexas.gov/department/great-streets-program>

Public Works Department – Street & Bridge Website

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

Telecommunications & Regulatory Affairs Website

<http://austintexas.gov/department/wireless-telecommunications>