



NEW RESIDENTIAL SINGLE-FAMILY SUBMISSION & PLAN CHECKLIST

Apply online through www.mygovernmentonline.org

<input type="checkbox"/> Signed Owner Authorization Form	(Separate Form)
<input type="checkbox"/> Responsible Party Form Sec. 101-251. - Designation of responsible person for compliance	(Separate Form)
<input type="checkbox"/> <u>Recorded subdivision plat</u> of the property in compliance with the requirements of Land Development Code: Chapter 105- Subdivisions showing the property as a platted lot in a platted subdivision and recorded by Travis County Clerk’s office.	
<input type="checkbox"/> <u>Tax Certificate</u> issued by Travis County showing all taxes have been paid for the previous year. The original tax certificate will have an embossed County seal. Call 512-854-9473 or email TaxOffice@co.travis.tx.us to request the Tax Certificate, providing the address, legal description and owner’s name.	
<input type="checkbox"/> <u>Topographic Survey</u> (Sec. 101-2 with respect to IRC Section 109.1.5.2) <ul style="list-style-type: none"> • This is also called a “Design Survey” in the surveying industry • Provide a survey with existing features including but not limited to: <ul style="list-style-type: none"> ◊ Boundary ◊ Topography showing major ground breaks ◊ Improvements • In addition, these features shall be located by sufficient horizontal and vertical ties and labeled on the sheets to permit accurate scaling and identification. • Survey exhibit should contain the horizontal and vertical monument used as a basis of the survey performed, as well as the identified high and low points of natural ground. 	Applications with a survey that does not meet these criteria will be considered incomplete and will not be accepted.
<input type="checkbox"/> <u>Digital cad files and survey field data points</u> in a .txt or .csv format or detailed field notes with a corresponding field sketch of aboveground improvements with elevations shown.	
<input type="checkbox"/> <u>Sedimentation and soil erosion control plan</u> Sec. 103-236(2)(b) Site improvement plan submittal requirements.	

NEW RESIDENTIAL SINGLE-FAMILY SUBMISSION & PLAN CHECKLIST

<ul style="list-style-type: none"> ☐ <u>Tree Survey</u> Sec. 107-376. - Development application requirements <ul style="list-style-type: none"> • Identify existing trees on the property that are at least 12 inches in diameter measured four and one-half feet above the ground 	<p style="text-align: center; color: red;">Additionally, a Tree Removal Permit Application MUST be submitted through MGOConnect if trees are proposed to be removed</p>
<ul style="list-style-type: none"> • <u>Tree Protection Plan</u> Sec. 107-376. - Development application requirements <ul style="list-style-type: none"> • Tree protection plan for protecting all protected trees that are not approved for removal • Demonstrate that the design will preserve the existing natural character of the landscape as to any protected trees not approved for removal 	
<ul style="list-style-type: none"> • <u>Drainage site plan</u> <ul style="list-style-type: none"> • Sec. 103-236(2)(a) - Site improvement plan submittal requirements. • City of Rollingwood Drainage Criteria Manual 	
<ul style="list-style-type: none"> • <u>Compliance with TCEQ regulations</u> Rollingwood is located over the Edwards Aquifer Recharge Zone which is subject to the Texas Commission on Environmental Quality Edwards Rules located at 30 Texas Administrative Code (TAC) chapter 213, as amended. <ul style="list-style-type: none"> • Provide a copy of <u>TCEQ permit approval</u> prior to permit issuance or show an exemption per 30 TAC 213.5(h). Any changes required by TCEQ must be resubmitted to the City of Rollingwood for acceptance. • For assistance in complying with the TCEQ rules, please contact the Edwards Aquifer Protection Program, TCEQ Austin Region Office, 512/339-2929. Submit your TCEQ application directly to TCEQ. 	
<ul style="list-style-type: none"> ☐ <u>Construction documents</u> required by the International Residential Code, 2015 edition with amendments the International Building Code, as amended from time to time. Sec 101-2- Adoption of Codes <ul style="list-style-type: none"> • Projects meeting the design requirements must be sealed by a state licensed architect or state. • ATS Engineers, Inspectors & Surveyors Minimum Plan Requirements Checklist for Residential Building Application is designed to ensure accurate and correct information is submitted for Building Code Review. 	<p style="text-align: center; color: red;">ATS minimum plan requirements checklist linked</p>

NEW RESIDENTIAL SINGLE-FAMILY SUBMISSION & PLAN CHECKLIST

<p><input type="checkbox"/> <u>Energy compliance report</u> prepared in accordance with the City’s current adopted IECC (REScheck)</p> <ul style="list-style-type: none"> • <u>Manual J & S & D</u> with ACCA approved software <ul style="list-style-type: none"> ◇ Manual J report calculating all heating and cooling loads ◇ Manual S report sizing all heating and cooling equipment based on loads calculated by Manual J ◇ Manual D report indicating heating and cooling equipment duct sizing is in accordance with load calculations and equipment sized in Manual J & S 	
<p><input type="checkbox"/> <u>Residential fire sprinkler system</u> – Fire sprinkler system is to be designed and installed in accordance with the latest version of the National Fire Protection Association (NFPA) 13D.</p> <ul style="list-style-type: none"> • For assistance, contact Travis County ESD No. 9, 512/539-3400, 1301 S Capital of TX Hwy, Bld B Ste 123, Austin, TX 78746. 	
<p><input type="checkbox"/> Provide the <u>state licenses</u> for mechanical, electrical and plumbing contractors or subcontractors that will be working on the construction project.</p>	
<p><input type="checkbox"/> <u>Notice of Application-</u> (Sec 101-93) The City will provide you these forms to you only after the City considers your application complete.</p> <ul style="list-style-type: none"> • Notices must be sent to all property owners within 250 feet of the project. • If the notice is served by mail, 3-days shall be added to the prescribed period (now equaling 18-days) to allow public review of your application and plans. • The application and plans will be sent to review after the prescribed period has ended. 	<p>FAILURE TO PROPERLY NOTICE MAY RESULT IN YOU HAVING TO RE-NOTICE AND RESETTING OF THE PRESCRIBED PERIOD</p>