

LCRA OSSF Program Floor Plan Review Requirements

A floor plan review is required when there is a proposal to alter the existing structure whether extending the foot print of the foundation or strictly remodeling within the existing footprint.

Please note, if there are any matters that make the property non-compliant with LCRA, the owner must resolve all issues prior to LCRA moving forward with accepting and reviewing your proposal.

LCRA requires the owner or the owner's agent to submit the following items for a floor plan review:

1. A cover letter defining the scope of the project including the following information:

___ Owner's name

___ Owner's phone number

___ Owner's email address

___ Street address and legal description of the property

Note: If the person submitting the request is not the owner, the owner's agent must also include their contact information.

2. A current floor plan of the structure showing the following information:

___ All rooms must be labeled for their use, for example: bedroom, kitchen, living room

___ All closets must be shown and labeled on the floor plan

3. A proposed floor plan of the structure showing the following information:

___ All rooms must be labeled for their use, for example: bedroom, kitchen, living room

___ All closets must be shown and labeled on the floor plan

4. If the foot print of the structure is changing, a new site plan is required. The site plan must be to scale and show the entire lot/tract along with the following information:

___ All structure on the property

___ The Onsite Sewage Facility (OSSF)

___ Water line(s) to the structure(s)

___ Irrigation system(s)

___ Sewer line(s) from structure(s)

___ Additional improvements such as a pool, garage, etc

___ Identify the scale that is being used

Scale must be a standard engineering scale (1" = 20', 30', 40', 50' or 60') of no more than 1" = 60'

5. If the changes consist of adding a new sewer line or water line, these new items must be shown as well as included in scope of the project cover letter

The plans must be clear and legible and include all requested information. LCRA's inability to interpret the plan accurately will cause delays in the review and approval. Proposals can be submitted by email (ossf@lcra.org) or by mail: LCRA, PO Box 220 – L110 Austin, TX 78767

If submitted by email once all required information has been confirmed an invoice will be sent to you by email. Once paid the review will be assigned. The typical response time for reviews is 30 days but can take longer based on the overall intake of applications at that given time.

If the material is mailed, please include payment for \$40 or an invoice will be sent to you by email for payment. Once all the required materials have been submitted the review will be assigned.