LCRA OSSF Program Site Plan Review Requirements

A site plan review is required when there is a proposal to add a site improvement such as: a deck, a pool, a garage, a fence or similar project. If there is any additional living space proposed or sewer line for the OSSF, then refer to the LCRA OSSF Program Floor Plan Review Requirements.

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 site 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 scaled site plan showing ALL improvements on the property:

____ 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'

3. If the proposal is for a pool the site plan must include:

____ All items listed in #2 above

____ All associated water lines for the pool

____ Pool equipment

____ The water supply line for the pool

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.