

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. 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. The cover letter must include the owner's name, email address, phone number street address and legal description of the property. 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 with every room labeled by its use, for example; bedroom, kitchen, living room. Every closet must be shown and labeled on the floor plan.
3. A proposed floor plan of the structure with every room labeled by its use. Every closet must be shown and labeled on the floor plan as well, due to the presence of a closet is part of the definition of a bedroom.
4. If the foot print of the structure is changing, a new site plan is required. This site plan must show all improvements on the property. The main improvements are: the structure, water line(s) to the structure, the sewer line(s) out of the structure, the OSSF, irrigation systems and any additional improvements such as a pool, garage, etc.
5. If a site plan is required, the site plan must be to scale and show the entire lot/tract. The scale must be a standard engineering scale (1" = 20', 30', 40', 50' or 60') of no more than 1" = 60'. The plans must be clear and legible. LCRA's inability to interpret the plan accurately will cause delays in review and approval.
6. 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.
7. The \$40 special letter request fee.

Please note, if there are any matters that make the property non-compliant with LCRA or TCEQ Rules, the owner must resolve all issues prior to LCRA issuing an approval letter.

The response time varies for these reviews based on the overall intake of applications submitted to LCRA. The typical response time is 30 days for these reviews.

These items must be submitted either in person to one of our OSSF offices or by mail.