

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. This type of review is only done when the project does not consist of the addition of living space or sewer line for the OSSF. If there is additional living space proposed, then refer to the LCRA OSSF Program Floor Plan Review Requirements. 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. 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. The 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.
3. If the proposal being submitted is for a pool, the pool equipment and all associated water lines for the pool must be shown including the water supply line.
4. 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.
5. 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.