





How to Apply - UTILITY COORDINATION CASE – FIRST SUBMITTAL

AULCC review is required by applicants for Development Permits (Site Plan, General permits, Excavations) that will excavate 25 feet or greater in the Downtown Austin Project Coordination Zone (DAPCZ) or excavate 300 feet or greater in the Full-Purpose City of Austin jurisdiction. AULCC also required if work is affiliated with a License Agreement or will require a tower crane. Projects less than 300 feet are reviewed as a Small Project Notification.

- ❖ Visit abc.austintexas.gov to create an Austin Build + Connect user account or login to existing account.
 - Select **Apply for Right Of Way Permits / Special Events**
 - Select **Utility Coordination**
 - Select **Case Type**. For information on each type, click the 
 - Enter **Project Name**: *Permit Holder-Location-Project Name*. PVT = Private Development
 - Enter **Project Description**: Describe scope of project that will affect the ROW. REQUIRED in description: Material quantities, locations, proposed construction methods.
- ❖ **Property Search and Selection Options**: Find location of project on map using mouse
 - Select: **Select Streets in the Map**
 - Select: **Next**
 - **Select a capture tool**:
 -  Draw a polygon around street segments to select. Double click to end polygon drawing.
Select: **+ Select Streets by Polygon** to begin the actual selection process on the map
 -  Draw box around street segments to select.
Select: **+ Select Streets by Rectangle** to begin the actual selection process on the map
 -  Cross through each segment in one continuous line to select.
Select: **+ Select Streets by Line** to begin the actual selection process on the map
 - Select: **Submit**
Select: **Selection Complete** to move on
 - **Add Properties?** Property selection required. Follow same map selection steps
- ❖ **APPLICATION DETAILS**:
 - Answer as many questions as possible.
 - REQUIRED for City Sponsored Projects: Fill out entire COST OF SERVICE section.
- ❖ **APPLICATION ATTACHMENTS**: *Engineer seal & Texas Firm Registry Number required on all plan sets.*
 - **Upload** complete plan set as a single file in *.pdf* format.
For plan sizes > 50MB, email file-share URL or include URL in project description
Upload location map in *.pdf* format.
 - **Submit** application.
- ❗ An invoice will be generated for **\$2,075.00 + 4% ATD Tech Surcharge**. Your case will not be distributed to reviewers until invoice is posted PAID.

AULCC Meeting or
Internal Review Only?



AULCC meetings occur on Thursdays only.
Franchise projects DO NOT get placed on an AULCC agenda.

Status = Application
Incomplete?



Go to **My Incomplete Applications**
Select the case
Select **Edit and Continue**

Ready to RESUBMIT an
existing UC case?



Resubmittals DO NOT require a new online application.
Upload the revised plan set to your UC case on abc.austintexas.gov
Fill out the Resubmittal Request form using the [AULCC Smartsheet Link](#)

AULCC Contact Point

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