

Steps to Cost Recovery in the Urban Watersheds for Land Use Review and WPD:

1. Applicant must complete an ECM Appendix T Worksheet, sections A, B, E, and attach a detailed pond cost estimate, rounded to the nearest thousand, using the Standard Construction Unit Price Bid Form 300U, during the Land Use Review (LUR) process. Detailed pond construction cost estimates should include the engineering design costs. The City of Austin uses the following rule of thumb for estimating total engineering services costs.
 - Total for engineering services = 12% to 20% of pond construction costs.
2. LUR Water Quality Engineer reviews and clears comments on pond design.
3. Forward the Appendix T worksheet and detailed cost estimate to the WPD – Water Quality Engineer for:
 - a. Review and approval of costs estimate
 - b. Calculation of the Cost Recovery dollar amount(s)
 - c. Completion of section D of the Appendix T worksheet
4. Provide an electronic version of the Schedule for Construction. Be sure to include approximate start and end of construction dates (e.g. Start Construction: August 2010 End Construction: October 2011)
5. Once approved the reviewer should submit the signed Appendix T to the Fiscal Officer for processing. The pond construction cost estimate should also be submitted in conjunction with this worksheet.

Fiscal Department:

6. Fiscal Officer will forward the Appendix T worksheet to WPD - Financial Management Consultant (Scott Lookabaugh) for tracking and to ensure proper funds are set aside.
7. An FDU will be created in the eCapris system to allow for tracking of the funding and incorporation of the construction schedule and spending plan.

Inspection Department:

8. Completion of construction and receipt of an Engineer's concurrence letter.
9. Final acceptance of the pond during construction phase by the COA Environmental Inspector. Pond successfully completes the one-year warranty process.

WPD/Fiscal Department:

10. Owner or holder of Development permit must submit a written invoice to the City of Austin, Watershed Protection Department for Cost Recovery reimbursement.

WPD will verify that the requested amount does not exceed the original estimate approved on the Appendix T worksheet.

11. A site inspection by WPD staff is performed and a release from the one-year warranty period is given by Environmental Inspection.
12. Once WPD approves the final cost recovery, the applicant must register online as a vendor. Registration can be completed online at:
https://www.ci.austin.tx.us/financeonline/vendor_connection/index.cfm
13. Once vendor registration has been completed and accepted by the City of Austin. Scott Lookabaugh will issue a check to the owner for reimbursement.
14. A copy of the Appendix T worksheet and the payment receipt should be placed in the Development permit case file.

Key schedule milestones to complete the Cost Recovery process

1. Land Use Review permit approval process up to 6 months
2. Approval and Recordation of a restrictive covenant maintenance agreement, if required. (This can be handled during the Land Use Review process.)

Code section that allows for cost recovery:

25-8-215 - COST RECOVERY PROGRAM.

A person who redevelops property in an urban watershed and is required to construct a water quality control may qualify for cost participation by the City for:

- (1) Construction of the water quality control; or
- (2) Optional payment instead of construction of the water quality control under [Section 25-8-214](#) (Optional Payment Instead Of Structural Controls In Urban Watersheds).