COMMERCIAL PLAN REVIEWS

1) Complete the following steps and email both documents or deliver them to:
   Nancy Cardoso at ncardoso@wcid17.org or Mary Estrada at mestrada@wcid17.org
   512-266-1111, ext. 123 512-266-1111, ext. 120
   513-**Application for Commercial/Subdivision Plan Review** (located on District website https://www.wcid17.org/dev/wp-content/uploads/2021/11/Plan-ReviewDeveloperFeesFY2022.pdf)

   514-A **full electronic set of plans** for review*

   515-Site Plan, SER Form

2) Payments must be made prior to beginning review:

   a. Call 512-266-1111 ext. 123 or 120.

      i. Payments by credit card at this time will be assessed a fee based on the type of credit card being used: MasterCard – 2% Visa & Discover – 3% American Express is not accepted.

      ii. Payments by check may be made in person or dropped into the locked drop box located near the flag pole at 3812 Eck Lane, Austin, TX 78734

*IMPORTANT – If your plans are larger than 50 megabytes, you will need to submit by an alternate method. Submission in a form that the District can access is the responsibility of the submitter. Options include, but are not limited to:

1) Use Drop Box and email a link to Nancy, ncardoso@wcid17.org or Mary, mestrada@wcid17.org so that one can retrieve the application and plans; or

2) You can drop off a jump drive with the completed application, placing them together into a sealed envelope to the ATTENTION: PLAN REVIEW – NANCY CARDOSO.