COMMERCIAL PLAN REVIEWS

- Complete the following steps and email both documents or deliver them to: Nancy Cardoso at <u>ncardoso@wcid17.org</u> or Mary Estrada at <u>mestrada@wcid17.org</u> 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.
 - 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:

- Use Drop Box and email a link to Nancy, <u>ncardoso@wcid17.org</u> or Mary, <u>mestrada@wcid17.org</u> 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.