

CITY OF CEDAR HILL – PUBLIC WORKS DEPARTMENT

PLAN REVIEW CHECKLIST FOR DEVELOPMENT PROJECTS

Project Name:	<input type="text"/>	Public Works #:	<input type="text"/>
Plans Prepared By:	<input type="text"/>	Subdivision Plan:	<input type="text"/>
Preliminary Plat (Date):	<input type="text"/>	Site Plan:	<input type="text"/>

ITEMS RELATED TO CONSTRUCTION DRAWINGS

This is not an all-inclusive checklist. The purpose of this checklist is to expedite the review process by highlighting common areas of concern.

<input type="checkbox"/> Yes <input type="checkbox"/> No	1. Is this property being platted?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, has the plat been filed? (A copy of the plat must be attached to the paving, drainage, water & sewer plans)
<input type="checkbox"/> %	2. What percent of the site is currently impervious?
<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Are City benchmarks shown on the plans? Note: Small projects need (1) benchmark shown & larger projects need (2) benchmarks shown.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If no, were surveyor established benchmarks set?
<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Does the drainage outfall address the 100-year flood?
<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Is the drainage runoff from the site or any portion of the site being diverted to or from another drainage area?
<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Is this development within the escarpment?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, has an escarpment permit and packet been obtained?
<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Is any part of the area of development being drained into adjacent cities? Note: If yes, the engineer of the record must coordinate with the affected City and receive their written approval.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> ft.	8. Are there any retaining walls or fences being proposed? If yes, what is the maximum height of proposed wall/fence?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Is the wall/fence in: <input type="checkbox"/> Private Property <input type="checkbox"/> Public ROW Is there an easement for the retaining wall?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the drainage been addressed?

	Note: All private retaining walls exceeding 4' in height require a permit from Building Inspections prior to construction.
<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Is there any proposed screening walls? <i>If yes, is the wall obstructing/intruding upon the visibility triangle?</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<i>Is there an easement for the screening wall?</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	10. Will the retaining and/or screening wall, as designed, adversely impact drainage?
<input type="checkbox"/> Yes <input type="checkbox"/> No	11. Any utilities crossing the retaining and/or screening wall?
<input type="checkbox"/> Yes <input type="checkbox"/> No	12. Any utilities under the retaining and/or screening wall?
<input type="checkbox"/> Yes <input type="checkbox"/> No	13. Is there any proposed "On-Street-Parking"? <i>If yes, is there any proposed parking space within the visibility triangles?</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	14. Have you used proper C values, t_c , and I values for the calculation of drainage runoff?
<input type="checkbox"/> Yes <input type="checkbox"/> No	15. Does grading match the drainage area map? <i>Does the drainage area map show clear contours for the entire drainage basin, including off-site drainage areas?</i>
<input type="checkbox"/> acres	16. What is the total drainage area, including offsite? Note: For drainage areas over 600 acres, the Rational Method should not be used for drainage calculations.
<input type="checkbox"/> Yes <input type="checkbox"/> No	17. Is the direction of the runoff shown by arrows, particularly along the areas adjacent to the area being developed? Note: Please make sure that the intent for the direction of runoff is shown accurately and clearly on the plans, particularly along the boundaries of the area that is being developed, otherwise plans will not be reviewed/accepted. Adequate grading information shall be provided to verify the intent of the drainage patterns.
<input type="checkbox"/> Yes <input type="checkbox"/> No	18. Is the development site currently accepting any drainage runoff from adjacent private properties? <i>If yes, are the proposed grades such that the development site continues to receive the drainage runoff from the adjacent private properties?</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<i>If yes, will there be a proposed stub-out for future development?</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<i>And, if yes, will there be a drainage easement dedicated?</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<i>Does the project redirect runoff?</i> Note: To grade a development site that existing drainage would be blocked is not allowed.

	<p>Note: Any private drainage easements must be filed by separate instrument and the recording information/documents must be provided to the City and must be shown on the plat and the engineering plans. Public drainage easements can be dedicated as part of the platting process.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	19. Is the drainage runoff from this development site currently being conveyed through the adjacent private property(ies) to the downstream?
<input type="checkbox"/> Yes <input type="checkbox"/> No	20. Is hydraulic data for each line segment, pipe size, type, flow, velocity, slope, and HGL provided?
<input type="checkbox"/> Yes <input type="checkbox"/> No	21. Will there be any lot-to-lot drainage post development (regardless of the current drainage pattern)? Note: Lot-to-lot drainage is not allowed unless a private drainage easement is obtained and recorded from the downstream property owner.
<input type="checkbox"/> Yes <input type="checkbox"/> No	22. Any off-site drainage easements required?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, has the offsite easement been acquired, recorded, and information indicated on the plat?
<input type="checkbox"/> Yes <input type="checkbox"/> No	23. Are all on-site drainage easements dedicated and shown on the plat and engineering plan sets?
<input type="checkbox"/> Yes <input type="checkbox"/> No	24. Is there any proposed connection to the storm sewer system that would discharge anything other than rainfall runoff? Note: The storm sewer system is primarily for collection of rainfall runoff. Discharging ground water, water fountain features, and anything other than rainfall runoff into the storm sewer system must be disclosed and approved by the Public Works Department.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25. If there is a detention pond proposed, is the design of the pond based on dual outlet control for 100-year and 5-year storm event?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Is there a private drainage easement for the detention pond?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Does the detention pond have a stage, storage discharge table?
<input type="checkbox"/> Yes <input type="checkbox"/> No	26. Regarding erosion, are there velocities of Q100-year and Q5-year runoff at or above the maximum allowed velocities for specified control devices per the City's drainage criteria?
<input type="checkbox"/> Yes <input type="checkbox"/> No	27. Is there any PD or Specific Use Permit (SUP) related to this development?
<input type="checkbox"/> Yes <input type="checkbox"/> No	28. Are there any particular conditions to the PD or SUP regarding sidewalks, paving and/or drainage? If yes, attach a description and list of items.
<input type="checkbox"/> Yes <input type="checkbox"/> No	29. Does the minimum width of pavement(s) and right-of-way comply with the City's Comprehensive Plan and Standard Details?
<input type="checkbox"/> Yes <input type="checkbox"/> No	30. Is the paving section and designed thickness as well as street and alley horizontal alignments and geometrics including curb radii in compliance with the Paving Manual and meets minimum requirements?

<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>31. Does this development project require any state and/or federal permits?</p> <p>If yes, have the necessary requirements been incorporated into the construction documents?</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	32. Is any work proposed within a flood plain?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p>If yes, will there be any fill/alteration done within the flood plain?</p> <p>Status of LOMR letter?</p> <p><input type="checkbox"/> Obtained <input type="checkbox"/> In Process <input type="checkbox"/> N/A</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	33. Is there any fill proposed within any portion of the site?
<input type="checkbox"/> ft.	If yes, what is the maximum depth of the proposed fill?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, is this fill going to cause the diversion of storm water runoff?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, is this fill going to cause any visibility problem at the driveways or street/alley intersections?
<input type="checkbox"/> Yes <input type="checkbox"/> No	34. Is there any excavation proposed within any portion of the site?
<input type="checkbox"/> ft.	If yes, what is the maximum depth of the proposed excavation?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, is this excavation going to cause the diversion of storm water runoff?
<input type="checkbox"/> Yes <input type="checkbox"/> No	35. Has any part of this site ever been part of an environmental impact study (i.e. underground storage tanks, etc.)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	36. Have the plans been distributed to the franchise utilities? Note: The engineer of the record must obtain "utility clearance" from all utilities, prior to the start of any construction.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	37. Are trench pavement repairs shown and labeled as either open cut or bore per City Standard Details (if applicable)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	38. Do all the streets have curbs? Note: If any driveway approach is proposed along a street where there is no curb, the Engineer of Record needs to design the line and grade and size of pipe under the approach.
<input type="checkbox"/> Yes <input type="checkbox"/> No	39. Are sidewalks proposed as part of the submitted plans?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, is the proposed sidewalk in compliance with the ADA requirements?

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	40. Are all proposed sidewalks within dedicated public ROW and/or within a dedicated sidewalk easement? Note: Public sidewalks must be built within public ROW or within a dedicated sidewalk easement.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Has the "Mutual Access Easement" with the adjacent property owner been worked out? Note: It is the responsibility of the developer and/or his representative to inform the adjacent property owners of the development.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	41. Has the Storm Water Pollution Prevention Plan been prepared?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	42. Do plans clearly show signage, street lighting, and striping design (if applicable)?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If the plans have street lights, have they been submitted to and received approval from Oncor?
<input type="checkbox"/> Yes <input type="checkbox"/> No	43. Is there any thoroughfare per the City's Comprehensive Plan adjacent to the proposed development?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, are the paving and drainage plans for this thoroughfare included?
<input type="checkbox"/> Yes <input type="checkbox"/> No	44. Are public utility lines adequately sized?
<input type="checkbox"/> Yes <input type="checkbox"/> No	45. Does the water and sanitary sewer layout comply with and reflect the City's water and sanitary sewer master plan?
<input type="checkbox"/> Yes <input type="checkbox"/> No	46. Does the layout provide opportunities for further connections to adjacent properties not currently being served by public water and sanitary sewer facilities?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	47. Are the floodplains and floodway clearly shown and labeled?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	48. Are the water lines looped where applicable?
<input type="checkbox"/> Yes <input type="checkbox"/> No	49. Are all water/sanitary sewer and storm sewer crossings shown and labeled in both plan and profile views?
<input type="checkbox"/> Yes <input type="checkbox"/> No	50. Are all existing water/sanitary sewer facilities shown with their type and size of pipe labeled in both the plan and profile views?
<input type="checkbox"/> Yes <input type="checkbox"/> No	51. Is each individual service shown for each lot and tabulated and accounted for?
<input type="checkbox"/> Yes <input type="checkbox"/> No	52. Are sanitary sewer manholes out of the drainage ways, gutters, and flumes?
<input type="checkbox"/> Yes <input type="checkbox"/> No	53. Are water lines that are shown in profile view to be installed above storm and sanitary sewer mains?
<input type="checkbox"/> Yes <input type="checkbox"/> No	54. Will you submit, as part of your final submittal, all applicable City Standard Details and General Construction Notes to be included in the plan set? Note: A final set of complete plans shall be provided to the City for

	signature and returned to you for reproduction for distribution per the preconstruction requirements.
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>55. Has the design engineer provided a GIS and/or AutoCAD file with at least street center linework, parcels, and pad site/building footprint to address 911 location(s)?</p> <p>Note: The GIS and/or Auto/CAD file should be submitted at least 2 weeks prior to the pre-construction meeting. These files will be used for 911 addressing.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the 911 address(es) been added to the system prior to issuance of building permit(s)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	56. Will you confirm that the contractor will contact the City for requirements regarding construction, approved materials, and documents prior to the pre-construction meeting?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>57. Are you conforming to Texas Board of Professional Engineer Board Rules 137.33 & 137.77?</p> <p>Board Rules §137.33 and §137.77 have been changed to require that all engineering documents released, issued, and submitted by or for a registered engineering firm, including preliminary documents, must clearly indicate the engineering firm name and registration number. It is both the responsibility of the PE that signs and seals a document and the firm that releases the document to verify that the firm name and number appear on the engineering work.</p>

"I, the undersigned, am the Engineer of the Record for this project and certify that the information provided herein is correct to the best of my knowledge."

"I understand and agree that the Public Works Director will require that the infrastructure plans be resubmitted for review and acceptance is he determines that the checklist contained incorrect information and the plans were accepted based on incorrect information supplied."

"I further understand this is not an all -inclusive checklist and the Director of Public Works may require additional information above and beyond this checklist."

Signature: _____

Date: _____

Printed Name: _____