

SITE DEVELOPMENT SUBMITTAL PACKAGE – MINIMUM COMPONENTS
(Iteration # 7– February 2017)

This document is intended as a minimum check list for site development plan submittals for commercial, industrial, and multifamily projects. It may be revised by City staff to improve the site plan submittal review and approval process. This document is available at www.leaguecity.com/planning. If this form is not completed, the site development plan will be rejected and deemed incomplete.

Site development plan submittal format notes/instructions:

- All site development plan submittals, including revisions, shall be submitted to the Planning Department for routing to the respective City departments for review.
- To reduce the number of times site development plans go through the review process, the design professional of record shall make every effort to ensure that the first submittal is as complete as possible, 90% complete or better. Plans that are clearly incomplete or illegible may be returned to the design professional of record without detailed review comments.
- Hard copy plans submitted for plan review shall be on 24" x 36" bonded paper, stapled together, rotated to the proper view, and drawn to standard engineer's scale (maximum scale: 1" = 100'). PDF type files are required. The Site Development Plan shall be one complete PDF file, including all requested pages.
- Plans submitted for City's approval signature shall consist of two complete bound and stapled sets on 24" x 36" bonded paper, all sets sealed and signed by the professional (engineer, surveyor, and/or architect) of record.
- The applicable fee shall be paid at the time of submittal. Failure to pay the fee with the submittal will result in rejection of the application.
- The below sheets shall be provided in each submittal packet. Failure to provide the minimum sheets listed below will result in rejection of the application.

TYPICAL SHEETS PROVIDED IN A SITE DEVELOPMENT PLAN:

Cover sheet shall include, at a minimum:

- Project title.
- Vicinity map (with North arrow) and project location depicted.
- Sheet index listing **ALL** sheets within the Site Development Plan. **Do not include anything not listed or being requested within this document.**
- City pre-construction note, (only if infrastructure is being added to the City's system, i.e... water and sewer mains or lateral other than a service lead). See ftp site ([ftp.leaguecity.com](ftp://ftp.leaguecity.com)) under League City Utility & Traffic Details.
- Project address (for commercial site plans).
- Signature and date block from ftp site under League City Utility & Traffic Details for City's approval.
- Design firm's logo and name, phone number, fax number, email address, physical address and mailing address and an Engineers Seal pending review status.
- Clearly state the use of the property on the title page.

General and Construction Notes sheet:

- These notes are location and job specific. If adding City infrastructure, use the notes from the City's ftp site under League City Utility & Traffic Details. Any other use of these notes is at the user's liability.

- Also, it may be necessary to add sheet specific notes within the plan set where applicable, i.e...high danger area, water and sewer crossing, etc.

Surveys (prepared by Registered Professional Land Surveyor):

- Current (within past 18 months) boundary and topographic survey, with legal or metes and bounds description.
- Tree survey and inventory and disposition plan, or letter from Certified Arborist, Licensed Surveyor, or Landscape Architect certifying that there are no Protected Trees on the site.

Plat:

- A plat of record shall be provided with the submittal packet and labeled on the table of contents.

Overall site plan: with final copies certified and dated by a Registered Professional Land Surveyor or Licensed Professional Engineer, registered to practice in the State of Texas.

- Provide a parking table that shows what is required, (based on applicable use per zoning code), and what is being provided.
- Provide a housing unit table for multi-family developments.
- Depict, label, and dimension all: property lines; existing and proposed easements; existing and proposed rights-of-way; existing and proposed structures; existing and proposed driveways, driving lanes, and curb returns; existing and proposed parking areas (with spaces numbered).
- Depict, label, and dimension all existing sidewalks or proposed sidewalks. Where sidewalks do not exist, sidewalks shall be installed along all opened road rights-of-ways, unless otherwise directed by the Development Review Committee.
- Depict and label the location of the boundary of the 100-year flood plain, if applicable.
- Provide adjoining land ownership information (name and deed record).
- Provide a note stating, "All proposed utilities shall conform to the League City Subdivision and Development Regulations, including electrical service that is required to be installed underground."
- Depict the location and required screening of the trash receptacles and all mechanical equipment.
- Provide a calculation of the impervious coverage on the site.
- Label a typical parking space as 9'x19' with a 25' drive aisle.
- Depict and label all required sidewalks and trails along every roadway adjacent to the subject property.

Drainage plan:

- Include plan for accommodating historic sheet flows from upland adjacent properties, if any.
- Graphically depict (with dimensions, sizes, and material types) and label all existing or proposed public or private storm sewer lines and appurtenances.
- Provide drainage calculations (required and proposed) and depict the 100-year flow direction schematic.
- Depict and label the location(s) of the 100-year flood plain boundary and/or floodway boundary, if applicable.
- Depict and label post-construction pollution prevention measures (BMPs).

Utilities plan (usually including exterior fire protection plan).

- Graphically depict (with dimensions and sizes) and label all existing or proposed: public water, sanitary sewer, and storm mains; water meters and service tap (domestic and irrigation); backflow prevention devices; fire hydrants; FDCs, clean-outs and service connection; sanitary and storm manholes.

- All meters must be on separate taps (two meters cannot wye off of a single tap.). A reduced pressure backflow device with security cage located after the meter (a.k.a. RPZ) is required on all domestic commercial services.
- Meters must be located within the right-of-way or dedicated easement, with the customer's edge of the meter at the right-of-way line or easement line.
- A sanitary sewer clean-out will be installed at the right-of-way or easement line. Any use of an existing sewer service connection may be required to be reconstructed to current standards if not found to be in usable condition.
- Public utilities located under pavement on private property shall be centered within a minimum 10-foot wide easement with construction break-out joints at the easement lines. When constructing new public water and sewer force mains on private property, all joints and fittings on public water lines and public sanitary sewer force mains shall be mechanically restrained.
- A plan and profile shall be provided when water or wastewater utility extension is required on a State right-of-way or City street. Crossings shall be encased in steel casing for existing paved roads where open cut construction is not an option. Proposed sanitary service crossing City or State roads will also be required to be cased.
- Sanitary sewer taps into manholes shall be core-cut, with a call-out on the plans as same; taps onto existing mains shall be with gasketed saddles, unless existing pipe material precludes it.
- On site water lines for fire protection shall be private and labeled as such with a double detector backflow prevention device on the customer's side of the right-of-way or easement line.
- For buildings requiring or having sprinkler systems, the Fire Department Connection (FDC) must be placed within 50 feet (unobstructed distance) of a fire hydrant and outside the collapse zone of the building.
- Fire protection must be provided within 300 feet hose-laying distance from the furthest point of vertical construction.
- If required by the DRC (Development Review Committee), a fire protection plan sheet shall be prepared by a certified fire protection specialist/engineer and submitted as a part of the plans.

Sanitary Pretreatment, businesses with food preparation and/or service, automotive interior and exterior cleaning, and pet grooming shall provide the appropriate pretreatment devices along with a sample well. The location of these devices should be shown on the utility/plumbing site plans. Details of these pretreatment devices shall be provided either on the same sheet or on the detailed pages. Some commercial establishments (such as photo shops, dentists, drug stores) may only require a sample well to be installed and shall be addressed on a case by case basis. It should also be noted that these systems should be plumbed separately from the sanitary facilities within the same building.

Photometric survey: Show proposed light levels over the entire property and extended beyond the property line a minimum of three feet to verify that proposed light levels do not exceed 0.02 foot candles at property lines abutting rights-of-way and residential properties.

Storm Water Pollution Prevention Plan

- Provide a note stating, "The Owner and General contractor including subcontractors involved with this project will need proper site notices from TCEQ. Post the site notices from TCEQ on site where it is safely and readily available for viewing by the general public, local, state, and federal authorities, prior to commencing construction, and maintain the notice in that location until completion of the construction activity."
- Provide a note stating the primary and secondary operator's information.
- If Owner and contractors are sharing the SWPPP, a note stating such must be added to the plan.
- Provide a note stating who the MS4 operator is, with the address (City of League City 500 W. Walker St.

League City, TX 77573).

- A Storm Water Quality Permit from League City will be required for projects that are 5 acres or more, this will be required before Building permits are issued. You can get this form from the Stormwater Coordinator his email is alex.noel@leaguecity.com.
- Provide a note about Post-BMP's regarding who will be responsible for installing and maintaining them.
- Provide legend that includes all BMP's (silt fencing, inlet protection, construction entrance, concrete washout, post-BPM's and any other protection). Only reinforced silt fencing can be used on projects and SAND/GRAVEL BAGS ARE NOT ALLOWED for inlet protection.
- Provide a north arrow on the plan set.
- Must show location of all BMP's, including Post-BMP's.
- Provide note on seeding/sod/hydro mulch and how it will be maintained until 80% coverage is established.
- Must show location of protected inlets & ditches outside of property/project.
- The owner/operator of all Post BMP's must have structural control devices inspected annually by a Texas Registered Professional Engineer, and file a Permittee Certification of Proper Maintenance with the City annually.
- Informational: Reference the General Permit TXR 150000 for additional information.

Traffic Signage and Pavement Marking Plan depicting all signage and pavement markings with callouts and dimensions in accordance with the Manual of Uniform Traffic Control Devices (latest edition). Provide all details that may apply. When development will be accessing a TxDOT or City roadway, design distances for the given speed limits shall be followed in accordance to City of League City access spacing criteria.

Landscaping/Screening:

- Final copies shall be prepared by a landscape designer, licensed landscape architect, or other qualified individual.
- Provide a landscape table that shows what is required and what is being provided. (Note: the bottom area of storm drainage detention facilities shall not be included as area counted towards the project's required landscaping)
- Provide a proposed planting schematic, with a plant/tree list or legend (including common and scientific names, quantities, sizes, and spacing).
- Depict and label the species and size of all existing trees greater than 1.5 inch caliper, showing which trees are proposed for removal or retention.
- Plant materials shall be labeled and drawn to scale for size at maturity.
- Show all underground utilities that are within 5 feet of and proposed tree plantings.
- Large landscaping features (trees) shall not be placed over public utilities or within their easements and right-of-ways.
- Depict and label irrigation meter and tap locations and sizes.
- All irrigation systems shall have a Vacuum Breaker device with security cover installed after the irrigation service meter. Meters shall be shown on the landscaping plan.
- Details sheets, as applicable.

Building elevations: Plans should be drawn to a standard architect's scale. Include all facades labeled with directions and properly dimensioned.

- Provide the following note on the page, “All exterior ground, building, and rooftop mechanical equipment shall be screened from public view on all sides. Equipment to be screened includes, but is not limited to: heating, air conditioning, refrigeration equipment, plumbing line, ductwork, transformers and meter banks. Screening materials may be solid, concrete, wood, landscaping, or other opaque material that is compatible with the building architecture and effectively screens mechanical equipment so that it is not visible from a public street or adjoining lot. Screening material may have distributed openings or perforations not exceeding 50% of the surface area. Rooftop equipment may be screened using enclosure, partial screens, or parapet walls.”
- Provide a transparency calculation for each elevation fronting a roadway or access easement.
- Provide a masonry calculation for each elevation.
- Clearly label the materials being used on each elevation.

Building Floorplans: Plans should be drawn to a standard architect’s scale, including all floors and labeling of all uses by area.

Fire Management Plan:

- Call the civil sheet – Fire Management Plan
- A site plan including the closest roadways to the proposed and existing building on the site plan.
- Locations of all existing and new proposed fire hydrants for the site.
- Give the travel distance (in feet) from the closest fire hydrant, which is measured from the fire hydrant to the furthest corner of the proposed main structure. This distance must be measured as fire hose would be laid on a hard surface to the furthest corner of the building.
- Indicate the size of all water mains.
- If the building has an existing fire sprinkler system or a proposed new system show the location of the Remote FDC location(s)
- Indicate the size and location of the fire sprinkler service main into the building.
- Indicate the detail Back Flow Preventer vault and location to the site plan.
- Indicate the details of the FDC vault details.
- Indicate the riser room location within the proposed building with the sprinkler risers and FDC locations.
- Indicate all the thrust blocks, pipe details, connections of all service fire mains, main water service lines, and FDC connections.
- A RME-G or Registered Engineer must stamp and sign the submitted sheet(s). Fire service sprinkler mains and features must have an original RME-G or Registered Engineer signature to validate the Fire Management Plan. Stamped or copy signatures are not acceptable.

Site Specific Details: Each set of design plans could have the same rudimentary utility details. The list below is a minimal list. The design professional is responsible for the determination of any and all details necessary for construction of his plans. The City may require that City pre-approved details, which may be found on the ftp site under League City Utility & Traffic Details, be used. It is understood that not every detail fits every situation therefore altered or totally new designed details may be submitted for review. The City may require additional details to provide better understanding of plans.

- Water Tap and Meter Detail, (sized by Design Engineer)
- Sanitary Sewer Service Tap and Lead Detail with Clean-out for Waste Water (min. size to be 6”)

- Storm Water Pollution Prevention Plan Details (SWPPP)
- Sidewalk and ADA Ramp Details
- Storm Water and Post Construction TPDES Phase II details
- Curb and Street Cut details for driveway connection to City or State Roads. Details for connections to City roads can be found on the City's ftp site under League City Utility & Traffic Details. Connections to State roads shall be covered by TxDOT's detail sheet(s) of current revision.

OTHER PLANS OR DOCUMENTS REQUIRED:

- Completed Availability of Service Request.
- Plan/profile drawings for public infrastructure extensions, if any, submitted to the Engineering Department. The site plans and public infrastructure plans should reference each other.
- Traffic Impact Assessment (TIA), if applicable. at a minimum the TIA forms shown on our website should be submitted with the initial package submittal.
- Flood Impact Assessment (FIA) and/or master drainage plan, depending upon the development's size and phasing.
- For sites 1 to 5 acres a TCEQ "Small Construction Site Notice" form must be completed and submitted to City before site plan approval.
- For sites larger than 5 acres a "NOI" must be submitted to TCEQ with a copy provided to the City before site plan approval. The SWPPP must be prepared and kept at the construction site for projects larger than 1 acre; a copy of the SWPPP does not need to be submitted to the City.
- A Storm Water Quality Management Plan (SWQMP) is required with a permit. An example SWQMP, forms, and permit can be found on the City ftp site under Drainage & Storm Water Quality folder.
- Texas Department of Transportation permits for drainage, driveways and utility work if applicable. Driveway and road connecting to TxDOT highways will first need the approval of the City's Traffic Engineer. The approved permits are required to be submitted prior to the site pre-con meeting.
- US Army Corps of Engineers permits or documentation showing the permits have been applied for, if applicable.
- If pipelines cross the site, copies of letters from pipeline companies approving plans.
- Documentation of Historic District Commission approval, if applicable.
- Documentation of Parks Board approval, if applicable.