



Development Services – Engineering Department
PUBLIC INFRASTRUCTURE PLAN REVIEW CHECKLIST

Project Name: _____ **Date:** _____

City Project #: _____ **Submittal #:** _____

Engineer Contact & Phone #: _____



All Public Infrastructure Plan Submittals, including revisions, shall be submitted to the Planning Department for routing to the respective City Departments for review. This checklist should be completed (“Yes”, “No”, “N/A”) with all applicable documentation included with each submittal to the City. *If this checklist is not completed and included with each plan review submittal, the City will return the submittal without a detailed review taking place.*

Submitted Plans should include the following sheets, at a minimum, and in the following order:

- | | |
|---|---|
| 1. Cover Sheet | 8. Storm Water Pollution Prevention Plan |
| 2. Copy of most current version of Plat | 9. Traffic Signage & Pavement Marking Plan |
| 3. Boundary & Topographic Surveys | 10. Landscaping/Irrigation Plan (if applicable) |
| 4. General Construction Notes | 11. Overall Utility Plan |
| 5. Overall Site Plan | 12. Plan & Profile drawings for Public Infrastructure |
| 6. Grading Plan | 13. General & Site Specific Details |
| 7. Drainage Plan | |

Current Construction Standards, Details and Master Plans can be found on the City’s website (www.leaguecity.com) and/or on the City’s FTP site ([ftp.leaguecity.com](ftp://ftp.leaguecity.com)).



Part 1 General

A. General

- 1 Are Two (2) plan sets (submitted on 24” x 36” sheets) and one (1) CD in PDF being submitted?
- 2 Have the plans been checked for accuracy against the applicable City Master Plans?
 - a. Park’s Master Trails Plan.
 - b. Master Mobility Plan.
 - c. Master Water Plan.
 - d. Master Sewer Plan.
- 3 Is the North arrow and scale of drawing shown on each sheet?
- 4 Is Information provided tying Benchmarks to known CITY Accepted Benchmarks?

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A. General cont.

- 5 Does the Project Title listed in Title Block(s) agree with the Title used for Final Plat?
- 6 Is there a note on all Plan Sheets stating "**FOR REVIEW**" or "**FOR REVIEW ONLY NOT FOR CONSTRUCTION**"? The note will need to remain until all sheet until all City Staff comments have been addressed.
- 7 Are Offsite Easement required? If so, one (1) copy of each recorded easement should be submitted with plans.
- 8 Are TxDOT Permits required (Driveway, Drainage, etc.)? If so, driveway and road connections to TxDOT Highways must first be reviewed and approved by the City's Engineering
- 9 Is a Traffic Impact Assessment (TIA) required for this development? At a minimum, the TIA Access Management Data Form "A" or "B" should be submitted for each new development.
- 10 Is a Flood Impact Assessment (FIA) and/or a Master Drainage Plan required for this development?
- 11 Is one of the following included with submittal: (1) Tree Survey with inventory & disposition plan, or (2) Letter from Certified Arborist, Licensed Surveyor, or Landscape Architect certifying that there are no Protected Trees on the site?
- 12 Has TCEQ paperwork been included with the submittal? For sites 1 to 5 acres a completed "Small Construction Site Notice" form is required. For sites larger than 5 acres, a copy of the submitted "NOI" is required.
- 13 If applicable, the following items will need to be submitted:
 - a. Approved US Army Corps of Engineers Permit(s)
 - b. Approval Letter from Pipeline Companies
 - c. Approval Letter from Historic District Commission
 - d. Approval Letter from Parks Board

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B. Cover Sheet

- 1 Does the Cover Sheet have a location map and vicinity map (with North Arrow) of the project area?
- 2 Does the Cover Sheet have an Index to drawings?
- 3 Does the Cover Sheet have the appropriate Signature Block on it?

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B. Cover Sheet cont.

- 4 Does the Cover Sheet have the Preconstruction Note on it?
- 5 Does the Cover Sheet have the Engineer of Record contact information on it (Company Name, Contact Person, Phone & Fax #, email address, Physical & Mailing Address, Company's TBPE Firm #, and Engineer's TBPE License #)?
- 6 Is the project name identified on the Cover Sheet and match the name on the final plat?

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Part 2 Overall Site Improvements

A. Overall Site Plan

- 1 Have the following been depicted and labeled properly: Property Lines, Existing and Proposed Easements, Existing and Proposed Rights-of-Way, Existing and Proposed Sidewalks?
- 2 If applicable, is the location of the boundary of the 100-year flood plain shown and clearly labeled?
- 3 Are one (1) foot elevation contours shown and clearly labeled?
- 4 Is the project's permanent and/or temporary benchmarks clearly shown and labeled with datum based on CoLC benchmarks?
- 5 Is the adjoining land ownership information (name and deed record) clearly shown?

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B. Grading Plan

- 1 Have typical sections for Lots been provided?

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C. Drainage Plan

- 1 Does the plan depict and label (dimensions, sizes, etc.) all existing or proposed public and/or private storm sewer lines and appurtenances?
- 2 If applicable, is the location of the boundary of the 100-year flood plain and/or floodway shown and clearly labeled?
- 3 If applicable, does the plan include accommodations for historic sheet flows from upland adjacent properties?
- 4 Is the 100-year flow direction schematic provided?

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C. Drainage Plan cont.

- 5 Does the plan indicate sub areas for each inlet or set of inlets and off-site areas?
- 6 Does the plan show points of concentrations for each drainage sub-area (i.e. drainage arrows)?
- 7 Are runoff calculations provided for the 2-year, 5-year and 100-year storms?
- 8 Are calculations for inlet time and pipe travel provided?
- 9 Has a Hydrology Summary Table been provided?
- 10 Do the on-site and off-site topography show the total drainage area for the project?
- 11 If applicable, are detention calculations provided?

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D. Stormwater Pollution Prevention Plan

- 1 Does the plan depict locations for construction entrance, washout areas, filter fence, inlet protection barriers, etc?
- 2 Is the concrete washout pit located a minimum of fifty (50) feet from any existing/proposed drainage ways and the construction entrance?
- 3 Are the post-construction pollution prevention measures (BMPs) clearly shown and labeled?

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E. Traffic Signage & Pavement Marking Plan

- 1 Does the plan depict all signage and pavement markings with callouts and dimensions in accordance with the Manual of Uniform Traffic Control Devices (latest edition)?
- 2 Does the plan depict all signage and appurtenances needed for traffic control during the construction of the project?

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F. Landscaping & Irrigation Plan

- 1 Does the plan provide a landscape table that shows what is required and what is being provided?
- 2 Does the plan provide a proposed planting schematic, with a plant/tree list or legend (including common and scientific names, quantities, sizes, and spacing)?
- 3 Does the plan show proposed and existing (that is to remain) plant materials labeled and drawn to scale for size at maturity?

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F. Landscaping & Irrigation Plan cont.

- 4 No large landscaping features (trees, etc) are placed over public utilities or within their easements and rights of ways.
- 5 Does the plan show the location of all utility appurtenances with a minimum of two (2) foot clearance of all proposed

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G. Overall Utility Plan

- 1 Are all existing and proposed utilities & appurtenances (water & sewer mains, fire hydrants, light poles, etc.) shown and
- 2 Are all existing and proposed utility easements shown and labeled?
- 3 Are all proposed utilities being installed within the Rights of Way and/or Easements?
- 4 Are utility conflicts noted and proper details referenced?

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Part 3 Plan & Profile Sheets

A. General Requirements

- 1 Is a legend on each sheet identifying existing and proposed mains?
- 2 Is the location of existing and proposed utilities, storm drainage lines and inlets shown and clearly labeled?
- 3 Are all block and lot numbers shown?
- 4 Is the location, width, and type of easements (existing & proposed) shown and clearly labeled?
- 5 Are all conflicts with existing or proposed utilities and drainage shown and proper details referenced?
- 6 Are all existing offsite utilities, including drainage, within 200' of the project limits shown?

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B. Water System Improvements

- 1 Are the proposed water mains designed in accordance with the requirements outlined in the City's General Design and Construction Standards?
- 2 Is the size and type of the proposed water mains identified?

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B. Water System Improvements cont.

- 3 Is the water main dimensioned to the Right of Way?
- 4 Are water main valves properly spaced? Water Mains 12" or less in size to have valves spaced no more than 1,500' apart. Water Mains 16" or larger in size to have valves spaced no more than 2,200' apart. Isolation Valves needed in all directions of an intersection.
- 5 Is the proposed water main a "Looped System"?
- 6 Are proposed Fire Hydrants properly spaced: 500' along the line for Residential and 300' along the line for Non-Residential developments?
- 7 Are Fire Hydrants located a minimum of three (3) feet behind the back of curb (existing or proposed) or within three (3) feet of the Right of Way (for State Highways)?
- 8 Where approved for future water main extensions, is blue dead-end fire hydrant being called out?

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C. Sewer System Improvements

- 1 Are the proposed sewer mains designed in accordance with the requirements outlined in the City's General Design and Construction & TCEQ Standards?
- 2 Do all manholes, cleanouts, and service leads have Station Numbers and Offsets called out?
- 3 Is the size and type of the proposed sewer mains identified?
- 4 The maximum manhole spacing for sewers with straight alignment and uniform grades shall be four hundred and fifty (450) feet and be placed at points of changes in alignment, grade or size of sewer, and at the intersection of sewers and the end of all sewer lines.
- 5 If applicable, are drop connections and/or water tight manhole covers called out?
- 6 Is the proposed sewer main being installed within 9' of an existing or proposed water main or within 7' of any other existing or proposed utility?
- 7 Do the proposed grades for the sewer main meet the minimum established for the sized pipe?

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D. Drainage System Improvements

- 1 Are the proposed drainage systems designed in accordance with the requirements outlined in the City's General Design and Construction Standards?
- 2 Are curb inlets spaced so that the maximum travel distance of water in the gutter will not exceed 300 feet?
- 3 Do all inlets and junction boxes have Station Numbers and Offsets called out?
- 4 Is the size and type of the proposed drainage systems identified?
- 5 Is the types and sizes of existing & proposed headwalls called out?
- 6 Is slope paving provided at all outfalls?
- 7 If applicable, have the locations and sizes of energy dissipaters been called out?
- 8 Are curb inlets properly sized to provide for less than 9" of depth during the 1% storm?

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E. Paving Improvements

- 1 Are the proposed streets designed in accordance with the requirements outlined in the City's General Design and Construction Standards?
- 2 Do plans show required sidewalks (type and width)?
- 3 Are top of curb elevations show at each inlet and at quarter points on Cul-de-Sacs, PCs, and PTs
- 4 Is the pavement properly dimensioned to the Right of Way?
- 5 Do the proposed streets' vertical curves and intersections meet the required sight distances as calculated using the most current AASHTO design criteria?
- 6 Do the radii of street curves at centerline meet design requirements?

	Design Speed	Centerline Radius
Major Arterial	50MPH	2,000'
Minor Arterial	50MPH	800'
Collector Street	35MPH	500'
Residential Street	25MPH	160'

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E. Paving Improvements cont.

- 7 If applicable, have all Median modifications on existing thoroughfares been shown?
- 8 Are designed streets within the minimum grade (0.30% for all streets) and maximum allowable grade (5% for thoroughfares, 7.5% for collectors, and 10% for residential streets)?
- 9 Are all existing driveways and median openings within 200 LF of the project limits shown?

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Part 4

Final Plan Submittal

A. General Requirements

- 1 Have the **“FOR REVIEW”** or **“FOR REVIEW ONLY NOT FOR CONSTRUCTION”** notes been removed and replaced with with the respective design engineer's seal and signature on all sheets?
- 2 Are Two (2) plan sets (submitted on 24" x 36" sheets) and one (1) CD in PDF being submitted for signature?
- 3 Has a Cost Estimate (signed and seal by Engineer of Record) or a copy of an accepted bid for the proposed work been included with the submittal?

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 (Signature) (Date)

(Engineer's Seal)