

CONSTRUCTION PLAN COMPLETENESS CHECK REQUIREMENTS

The applicant is **required** to attend a Pre-development Meeting prior to the submittal of the application. Please contact the Planning Department to schedule the meeting by emailing sdunlop@cityofmanor.org.

SUBMITTALS ARE ONLY ACCEPTED ON SELECT DAYS. PLEASE REFER TO THE CITY OF MANOR SUBMITTAL CALENDAR FOR SUBMITTAL DATES AND DEADLINES.

Drawings shall be on twenty-four inch by thirty-six-inch (24"x36") sheets at generally accepted horizontal and vertical engineering scales.

Construction plans shall include all on and off-site improvements required to serve the proposed development as indicated on the approved Preliminary Plat and in compliance with applicable ordinances, codes, standards and policies of the City, and other applicable governmental entities. All Construction Plans shall be signed and sealed by a registered professional engineer, licensed to practice in the State of Texas.

If the construction plans do not conform to the approved preliminary plat, a redline document identifying all changes shall be provided and approved prior to the submittal of the final plat application. Staff will determine if the changes require a formal revision to the preliminary plat.

Please note that this checklist is intended to describe the general scope of construction plan applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All ordinance references are to the Subdivision Ordinance unless otherwise specified.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE

- ___ 1. An approved Preliminary Plat is required prior to submitting construction plans.
- ___ 2. Completed application.
- ___ 3. Confirmation that a predevelopment meeting was conducted.
- ___ 4. Each section heading represents plan sheets associated with the submittal. The following sheets shall be included in the following order:

- Cover Sheet
- City of Manor Standard Construction Notes
- Final Plat
- Existing Conditions & Demolition Plan
- Erosion & Sedimentation Control Plan
- Streets & Roadway Systems Sheets
- Grading Plan Sheets
- Drainage Improvements Sheets
- Water Distribution System Sheets
- Wastewater Collection System Sheets
- Traffic Control, Street Lights, & Signage Plan
- Sidewalk Plan
- Standard Details

- ___ 5. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.
- ___ 6. A geotechnical report for the proposed site.
- ___ 7. Attendant documents containing design computations in accordance with the Subdivision Ordinance, and any additional information required to evaluate the proposed drainage improvements.
- ___ 8. A copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.
- ___ 9. Design Criteria. Final design criteria, reports, calculations, and all other related computations, if not previously submitted with the Preliminary Plat.
- ___ 10. A cost estimate (Engineer's OPCC) of each required improvement, prepared, signed and sealed by a professional engineer licensed to practice in the State of Texas.
- ___ 11. Effective November 15, 2017 – A Storm Water Pollution Prevention Plan (SWPPP) is required to be submitted for all developments that will disturb one (1) or more acres or that propose 10,000 square feet or more of impervious cover.
- ___ 12. Documentation should be provided that a TIA has been approved for the project and that TIA mitigation fees have been paid. If TIA mitigations are not required, documentation should be provided stating that mitigations are not required.