



CHECKLIST FOR TYPE III DEVELOPMENT

Project Name/Address: _____ Permit Number: _____

The following information shall be shown on the plans and/or submitted with the plans:

GENERAL REQUIREMENTS

The following shall be shown on all plan view sheets, as applicable.

1. North arrow, north to be at top of sheet if possible
2. Legend with all acronyms defined
3. Scale bar and numeric scale, in generally accepted engineering scale. Minimum scale 1"=50'
4. Required front, side and rear setbacks as defined in the Ordinance Sec 22.03.281
5. Survey information including planimetrics features and labels, as appropriate
6. Name and location of existing and proposed easements, right-of-way, streets, pipelines, water courses, etc. within or abutting the lot where development
7. Project boundaries
8. The dimensions of any right-of-way, easement, or other part of the property intended to be dedicated to public use
9. Existing, proposed, and future improvements per Ordinance Sec. 22.03.093
10. Post-development 100-year frequency event water surface elevation boundaries shall be shown and contained within an easement

COVER SHEET

1. Project name, legal description, existing and proposed zoning, and type of plans included
2. Location map with north arrow, scale, and location of jurisdictional boundaries
3. The name, address and phone numbers of the Applicant, record owner, registered public surveyor, and licensed professional engineer
4. A sheet index
5. A revision block
6. A list of utility providers and contact information
7. The permit numbers of other entities or jurisdictions which have authority over the project
8. A description of any variances and the date of which they were approved
9. Owner's certification located on website
10. Engineer's certification located on website
11. Standard signature block for City acceptance located on website

PROJECT NOTES

1. The West Lake Hills Standard Construction Notes located on the City website
2. A sequence of construction
3. Any other notes required by other regulatory agencies (e.g. TxDOT)

EXISTING CONDITIONS

1. Surveyor's certification
2. Survey control information including locations of all bench marks, permanent monuments and control points
3. Boundary survey with dimensions and bearings; boundary shown in solid bold lines
4. Property lines, address, land use, and zoning of adjacent properties
5. One-foot contours a minimum of 50 feet beyond all site boundaries



CHECKLIST FOR TYPE III DEVELOPMENT

- 6. On the ground survey of existing planimetrics including buildings, sidewalks, pavements, utilities, septic systems, drainage features, and other features not less than one year old
- 7. Current and certified tree survey including tree table with size and species
- 8. Location, type, acreage, and percentage of existing impervious cover
- 9. Total Site Area

SITE PLAN

- 1. Location, type, acreage, and percentage of proposed impervious cover per Ordinance Sec. 1.01.003
- 2. Driveway spacing from centerline to centerline of all adjacent and opposing driveways
- 3. Fire lanes and fire striping notes or details
- 4. Required parking calculations and parking layout with dimensions per Ordinance Sec. 22.03.242
- 5. Location of screening with dimensions and materials proposed
- 6. Dumpster location(s) and screening

STREET PLAN AND PROFILES

- 1. Attendant documents containing additional information required to evaluate the proposed roadway improvements, including geotechnical information and traffic impact studies
- 2. Horizontal layouts and alignments showing geometric data and other pertinent design details.
- 3. Direction of storm water flow and the location of existing and proposed drainage facilities
- 4. Vertical layouts and alignments showing existing and proposed center line, right and left right-of-way line elevations. The vertical layout shall show the location of drainage facilities
- 5. Typical paving sections showing right-of-way width, lane widths, median widths, shoulder widths, and pavement recommendations
- 6. Location and dimensions of all sidewalks including location of pedestrian ramps
- 7. Location, type, and size of all proposed street signs and markings in accordance with TxMUTCD including end of street markings
- 8. Identify all areas of proposed cut and fill, including bridges, and provide details
- 9. Appropriate roadway details

GRADING PLAN

- 1. Existing and proposed topographic contours
- 2. Locations of all proposed cut and fill or other structure elevating techniques, levees, channel modifications and detention facilities
- 3. Proposed swales and typical cross sections
- 4. Finished floor elevations and spot grades as necessary to demonstrate grading
- 5. Flow arrows
- 6. Fill specifications

EROSION AND SEDIMENTATION CONTROL PLAN

- 1. Proposed fill, retaining walls, levees, channel modifications and detention facilities
- 2. Existing and proposed topographic conditions
- 3. Existing and proposed street, utility, and drainage facilities
- 4. Location / limits of construction/disturbed area
- 5. Contractor staging areas, vehicle access areas, temporary and permanent spoil storage areas



CHECKLIST FOR TYPE III DEVELOPMENT

- ___6. The location, size, and character of all temporary and permanent erosion and sediment control facilities with appropriate erosion details
- ___7. A plan for restoration for the mitigation of erosion in all areas disturbed during construction

DRAINAGE IMPROVEMENTS

- ___1. Sealed drainage report providing drainage calculations sufficient to show the proposed design and impacts to adjacent facilities per Drainage and Erosion Control Design Manual Sec. 2.1.4.1
- ___2. Existing and proposed drainage area boundaries showing watershed delineations, existing and proposed topographic contours, and existing and proposed drainage infrastructure
- ___3. Drainage impact assessment per Drainage and Erosion Control Design Manual Sec. 2.4 showing points of concentration used for analysis for the 2-, 10-, 25, and 100-year storm events
- ___4. Plan view of all storm sewers including size, pipe material, length, and elevation of all drainage facilities
- ___5. Vertical layouts and alignments showing existing and proposed ground profile, inlet locations with top elevations, pipe grades and elevations, and utility crossings. The layouts shall show the line designation, design flows, velocity, and the hydraulic grade lines for the 25-year and 100-year storm events
- ___6. Appropriate drainage details

CHANNEL / DETENTION POND PLAN AND DETAILS

- ___1. Plan view of all facilities including geometry, side slopes, and inlet and outlet points per the Drainage and Erosion Control Design Manual Sec. 4.5.1
- ___2. Profiles of all proposed channels including existing and proposed finished grade, hydraulic grade lines, velocity calculations, capacity, flow line elevations, and slopes per the Drainage and Erosion Control Design Manual Sec. 4.5.3
- ___3. Cross sections for proposed facilities showing channel geometry, side slopes, and 100-year water surface elevations
- ___4. Design data sufficient to verify compliance the Drainage and Erosion Control Design Manual Sec. 5 including stage-storage-discharge table, size, total capacity, velocity, water surface elevation, and freeboard

UTILITY LAYOUTS

- ___1. The plan shall indicate the availability of existing water and wastewater infrastructure necessary to serve all structures and uses including septic systems per Ordinance Sec. 18
- ___2. The size, pipe material and classification, and location (vertical and horizontal) with respect to easements, rights-of way, and property lines of the existing and proposed service line, appurtenances, and other related structures sufficient to serve the proposed land uses and development shall be identified
- ___3. Details of appurtenances and connection with the existing City wastewater system



CHECKLIST FOR TYPE III DEVELOPMENT

ELECTRIC AND LIGHTING PLAN

- ___1. Exterior lighting including service to all structures, location of existing and proposed transformers and lighting fixtures per Ordinance Sec. 24.03.003
- ___2. Lighting fixture detail cut sheets and detail of light poles
- ___3. Lighting fixture lumen schedule and calculation table.

BUILDING ELEVATIONS

- ___1. Building elevations showing any architectural features and indicating the height of the proposed structure per Ordinance Sec. 22.03.281

LANDSCAPE PLAN

- ___1. The location, size, and species of all trees to be preserved or removed and location of replacement trees
- ___2. The location, size, species, and spacing of all plant and screening materials to be used
- ___3. Layout and description of irrigation, sprinkler, or water systems including placement of water sources.
- ___4. Description of maintenance provision
- ___5. Intersection sight distance visibility triangles shown on the plan
- ___6. Landscaping area and tree mitigation

I hereby confirm that this application is complete and all required information is attached. I further agree to comply with all platting and subdivision design requirements of the City of West Lake Hills. I understand that the permit will not be issued unless staff comments are satisfactorily addressed.

Signature of Owner/Applicant

Date

Print Name & Title

GENERAL NOTES

1. All materials and construction methods for site grading, paving, sitework, and drainage shall be in accordance with the current City of Austin Standard Specifications, unless otherwise noted. All work shall be in accordance with the building codes, ordinances, safety codes, and rules and procedures of the City of West Lake Hills.
2. All responsibility for the adequacy of these plans remains with the Engineer who prepared them. In reviewing these plans, the City of West Lake Hills must rely on the adequacy of the work of the design engineer.
3. Prior to any construction, the Contractor shall apply for and secure all proper permits from the appropriate authorities.
4. Blasting or burning shall not be permitted on this project.
5. The contractor shall verify all depths and locations of existing utilities prior to beginning construction. Any discrepancies with the construction plans found in the field shall be brought to the attention of the design engineer immediately. The design engineer shall be responsible for revising the plans as appropriate and submitting a revision to the City.
6. Contractor will be responsible for keeping roads and drives adjacent to and near the site free from soil, sediment, and debris. Contractor will not remove soil, sediment, or debris from any area or vehicle by means of water, only shoveling and sweeping will be allowed. Contractor will be responsible for dust control from the site.
7. Any existing utilities, pavement, curbs, sidewalks, structures, trees, etc., not planned for destruction or removal or other public infrastructure damaged or removed will be by the contractor at his expense before acceptance of the project.
8. After the construction permit has been issued and prior to the beginning construction, the owner or his representative shall schedule a pre-construction conference between the City of West Lake Hills, Design Engineer, Contractor(s), other utility companies, and any other affected parties. The City of West Lake Hills shall be contacted to set up the meeting at least 48 hours prior to the proposed meeting time.
9. Any changes or revisions to these approved plans must be submitted by the design engineer and approved by the City of West Lake Hills prior to construction of the revision.
10. Available benchmarks that may be utilized for the construction of this project are described as follows:

TRENCH SAFETY NOTES

1. In accordance with the Laws of the State of Texas and the U. S. Occupational Safety and Health Administration regulations, all trenches over 5 feet in depth in either hard and compact or soft and unstable soil shall be sloped, shored, sheeted, braced or otherwise supported. Furthermore, all trenches less than 5 feet in depth shall also be effectively protected when hazardous ground movement may be expected. Trench safety systems to be utilized for this project will be provided by the contractor.
2. In accordance with the U. S. Occupational Safety and Health Administration regulations, when persons are in trenches 4-feet deep or more, adequate means of exit, such as a ladder or steps, must be provided and located so as to require no more than 25 feet of lateral travel.
3. If trench safety system details were not provided in the plans because trenches were anticipated

to be less than 5 feet in depth and during construction it is found that trenches are in fact 5 feet or more in depth or trenches less than 5 feet in depth are in an area where hazardous ground movement is expected, all construction shall cease, the trenched area shall be barricaded and the Engineer notified immediately. Construction shall not resume until appropriate trench safety system details, as designed by a professional engineer, are retained and copies submitted to the City of West Lake Hills.

STREET AND DRAINAGE NOTES

1. All testing shall be done by an independent laboratory at the Applicant’s expense. A City Inspector shall be present during all tests. Testing shall be coordinated with the City Inspector and he shall be given a minimum of 24-hour notice prior to any testing.
2. Backfill behind the curb shall be compacted to obtain a minimum of 85% maximum density to within 3 inches of the top of curb. Material used shall be primarily granular with no rocks larger than 3 inches in the greatest dimension. The remaining 3 inches shall be clean topsoil free from all clods and suitable for sustaining plant life.
3. All RCP shall be minimum Class III.
4. The subgrade material for the streets shown herein was tested by _____. The paving sections were designed by _____ in accordance with the current City of West Lake Hills design criteria. The paving sections are to be constructed as follows:

Street	Station	Flex. Base Thickness	HMAC Thickness	Lime Stab. Thickness

5. Lots in this subdivision are located over the Edwards Aquifer Recharge Zone and subject to the current Texas Commission on Environmental Quality Edwards Rules. No building permit will be issued by the City of West Lake Hills until the requirements of the Edwards Rules are fully complied with. The applicant for a building permit is responsible for furnishing the City written compliance to the Edwards Aquifer Rules from the Texas Commission on Environmental Quality. (if applicable)
6. The FEMA maps for the City of West Lake Hills, Texas, indicate that the property shown hereon does/does not lie within a special flood hazard area as defined by FIRM Panel _____, dated _____.”
7. FLOOD WARNING: The degree of flood protection required by the City of West Lake Hills Flood Damage Prevention Ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. On rare occasions, greater floods can and will occur and flood heights may be increased by man-made or natural causes. Acceptance of this plan by the City Council does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. Nor shall acceptance of this plan create liability on the part of the City of West Lake Hills or any official or employee thereof for any flood damages that result from reliance on the information contained within this plan or any administration decision lawfully made hereunder.

TRAFFIC MARKING NOTES

1. Barricades built to the Texas Manual on Uniform Traffic Control Devices standards shall be constructed on all dead-end streets and as necessary during construction to maintain job and public safety.

2. Any methods, street markings, and signage necessary for warning motorists, warning pedestrians, or diverting traffic during construction shall conform to the Texas Manual of Uniform Traffic Control Devices for Streets and Highways, latest edition.
3. All pavement markings, markers, paint, traffic buttons, traffic controls, and signs shall be installed in accordance with the Texas Department of Transportation Standard Specifications for Construction of Highways, Streets and Bridges and the Texas Manual of Uniform Traffic Control Devices for Streets and Highways, latest editions.

EROSION CONTROL NOTES

1. Every lot in this subdivision is subject to the City of West Lake Hills' site clearance procedures. No site clearance, excavation, grading or landfill shall commence unless a permit shall have first been issued for such work in accordance with the provisions of applicable ordinances. Impervious cover shall not exceed the maximum percentage permitted under City Ordinance.
2. The contractor shall install erosion/sedimentation controls and tree/natural area protective fencing prior to any site preparation work (clearing, grubbing or excavation). The placement of erosion/sedimentation controls shall be in accordance with the current City West Lake Hills Drainage and Erosion Control Manual and the approved Erosion and Sedimentation Control Plan. No erosion controls shall be placed beyond the property lines of the site unless written permission has been obtained from adjacent property owners.
3. All slopes shall be sodded or seeded with approved grass, grass mixtures, or ground cover suitable to the area and season in which they are applied.
4. Any major variation in materials or locations of controls or fences from those shown on the approved plans will require a revision and must be approved by the Engineer. Major revisions must be approved by the City. Minor changes to be made as field revisions to the Erosion and Sedimentation Control Plan may be required by the City Inspector during the course of construction to correct control inadequacies.
5. The contractor is required to inspect the controls at weekly intervals and after any rainfall event to ensure that they are functioning properly. The person(s) responsible for maintenance of controls and fences shall immediately make any necessary repairs to damaged areas. Silt accumulation at controls must be removed when the depth reaches six (6) inches.
6. All temporary erosion control measures shall not be removed until final inspection and approval of the project by the City Inspector. It shall be the responsibility of the Contractor to maintain all temporary erosion control structures and to remove each structure as approved by the City Inspector.
7. Per TPDES requirements, disturbed areas on which construction activities have ceased (temporarily or permanently) shall be stabilized within 14 days unless activity resumes within 21 days. Seeding does not constitute as stabilization.
8. Stripping of vegetation from project sites shall be phased so as to expose the minimum amount of area to soil erosion for the shortest possible period of time per the Drainage and Erosion Control Design Manual Sec.7.1(l).
9. Prior to final acceptance by the City, haul roads and waterway crossings constructed for temporary contractor access must be removed, accumulated sediment removed from the waterway and the area restored to the original grade and revegetated. All land clearing debris shall be disposed of in approved spoil disposal sites.

OWNERS CERTIFICATION

AS OWNER OF THIS PROPERTY, I INTEND TO DEVELOP AND MAINTAIN THIS PROPERTY AS DESCRIBED BY THIS PLAN

NAME OF OWNER/TRUSTEE

DATE

ENGINEERS CERTIFICATION

STATE OF TEXAS

COUNTY OF TRAVIS

I, (LICENSED PROFESSIONAL ENGINEER), DO HEREBY CERTIFY THAT THE PUBLIC WORKS AND DRAINAGE IMPROVEMENTS DESCRIBED HEREIN HAVE BEEN DESIGNED IN COMPLIANCE WITH THE CITY OF WEST LAKE HILLS CODE OF ORDINANCES, THE CITY MASTER PLAN AND CITY POLICY.

(SEAL & SIGNATURE OF PROFESSIONAL ENGINEER)

NAME OF PROFESSIONAL ENGINEER

DATE

CITY ACCEPTANCE BLOCK

ALL RESPONSIBILITY FOR THE ADEQUACY OF THESE PLANS REMAINS WITH THE ENGINEER WHO PREPARED THEM. IN ACCEPTING THESE PLANS, THE CITY OF WEST LAKE HILLS MUST RELY UPON THE ADEQUACY OF THE WORK OF THE DESIGN ENGINEER.

ACCEPTED FOR CONSTRUCTION:

CITY ADMINISTRATOR

DATE