

INFORMATION FOR SUBDIVISION IMPROVEMENT PERMITS

What is a subdivision improvement permit?

Before developing or redeveloping land located in the city limits or its extraterritorial jurisdiction for residential uses, an applicant must first obtain a subdivision improvement permit. The subdivision improvement plans shall demonstrate compliance with the City of Lakeway Code of Ordinances and will typically show the proposed street layout including, but not limited to, storm sewer lines, utilities, and water quality and detention. The submittal must also show that impervious cover for the development will not exceed the maximum allowed.

Subdivision improvement permits will only be issued for land that has been platted and legally recorded or have otherwise obtained legal lot status.

What is the purpose of a subdivision improvement permit?

The purpose of the subdivision improvement permit is to:

1. Ensure compliance with adopted city development regulations and other applicable regulations that apply to the property for which the city has enforcement responsibility.
2. Promote safe, efficient and harmonious use of land through application of city-adopted design standards and guidelines.
3. Protect and enhance the city's environmental and aesthetic quality.
4. Ensure adequate public facilities to serve development.
5. Prevent or mitigate adverse development impacts.
6. Aid in the evaluation and coordination of land subdivision.
7. Promote public health, safety and welfare.

When is a subdivision improvement permit required?

A subdivision improvement permit is required for any new residential subdivision within the city limits or extraterritorial jurisdiction of the city.

For nonresidential or multi-family uses, a site development permit is required instead of a subdivision improvement permit.

How long does the review process take?

Although staff will make every effort to review the submittal as soon as possible, assume a 4-week review period from the date of submittal (or resubmittal). Subdivision improvement plans may be administratively approved and do not need the approval of the Zoning and Planning Commission or City Council as long as the submittal complies with the Code of Ordinances.

What submittals are required for a subdivision improvement permit?

The applicant should submit the following to the Building and Development Services Department, located at 1102 Lohmans Crossing Road, Lakeway, TX 78734:

1. Subdivision improvement application and applicable fee.
2. Documents and plans as listed in the "Subdivision Improvement Checklist".

The fire department and the local water/wastewater provider shall also receive copies of the submittal; please contact each entity separately to verify their application process.

Once all review comments have been satisfactorily addressed, one (1) 24"x36" copy and a CD of pdf files of the plan set shall be returned to the Building and Development Services Department. An onsite preconstruction meeting shall be held before the subdivision improvement permit will be issued.



APPLICATION FOR SUBDIVISION OR DEVELOPMENT

(CHECK ONE & INCLUDE NECESSARY SUPPORTING MATERIAL)

- | | | |
|---|--|--|
| <input type="checkbox"/> FINAL PLAT/RE-PLAT | <input type="checkbox"/> PLAT AMENDMENT | <input type="checkbox"/> PLAT VACATION |
| <input type="checkbox"/> PRELIMINARY PLAN | <input type="checkbox"/> SITE DEVELOPMENT | <input type="checkbox"/> SUBDIVISION IMPROVEMENT |
| <input type="checkbox"/> SMALL PROJECT | <input type="checkbox"/> UTILITY DEVELOPMENT | <input type="checkbox"/> PLAN REVISION |

ADDRESS OF PROPERTY:			ACREAGE OF SITE:		
LEGAL DESCRIPTION (SUBDIVISION, SECTION, LOT NUMBER):					
PROPERTY OWNER FIRM:	CONTACT NAME:	TELEPHONE:	E-MAIL		
MAILING ADDRESS:		CITY:	STATE	ZIP CODE	
PROJECT ENGINEER FIRM:	CONTACT NAME:	TELEPHONE:	E-MAIL		
MAILING ADDRESS:		CITY:	STATE	ZIP CODE	
PROJECT NAME AND USE FOR WHICH DEVELOPMENT PERMIT IS SOUGHT:					

SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:	
<p>As the applicant named above, my signature attests to the fact that the attached application package is complete and accurate to the best of my knowledge. I understand that City Staff review is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided may delay the review of this application. I further understand that plans submitted without an engineer's and/or surveyor's seal will not be accepted for review and that City Staff review time may take up to four weeks per review. In addition, as the owner or authorized agent, my signature authorizes the City Staff or their representatives to visit and inspect the property for which this application is being submitted.</p>	
<hr style="width: 80%; margin: 0 auto;"/> APPLICANT SIGNATURE	
<hr style="width: 40%; margin: 0 auto;"/> PRINTED NAME	<hr style="width: 40%; margin: 0 auto;"/> DATE

(FOR CITY USE ONLY)

PERMIT NUMBER:
AMOUNT RECEIVED:
NOTES:

SUBDIVISION IMPROVEMENTS CHECKLIST

This checklist is intended to provide a general guideline. Due to the unique circumstances of different projects, additional information may be required by the City. The following items must be included in the submittal package in order for plans to be reviewed:

1. A completed application form.
2. Construction cost estimate and a check made payable to the City of Lakeway for the amount shown in the fee ordinance*.
3. The appropriate number of copies of supporting documents and plan sets.
4. Construction Fiscal (must be submitted prior to recordation of the final plat).
5. Parkland Dedication (must be submitted prior to recordation of the final plat).

***The estimated construction cost shall include all improvements called for in the construction plan set, except for water/wastewater. That includes, but is not limited to, erosion controls/tree protection, excavation, grading (including retaining walls), drainage/storm sewer, water quality and detention ponds, streets, sidewalks, driveways/aisles, parking lots, and landscaping. A spread sheet showing the breakdown of the construction cost estimate shall be submitted with your application for our review. Other fees may apply. Please check with Lake Travis Fire Rescue (LTFR) and with the water/wastewater district that the project is located in. If the project is within the extraterritorial jurisdiction (ETJ) of the city, application will also have to be made with Travis County TNR.**

The plans shall be drawn using computer-aided drafting at a legible scale. Please submit a copy of all supporting documents, one (1) 24"x36" plan set, and one (1) CD of all files (including plans) in pdf format to the City. Contact all other reviewing entities for information regarding their requirements for application, review fees, and the number of plan copies to be submitted.

Plans submitted without an Engineer's seal will not be accepted for review. Review comments will either be emailed or faxed to the Project Engineer separately from each entity reviewing the project submittal. Review time may take up to four (4) weeks for each submittal. Plans should not be re-submitted for review until all comments have been received from each entity.

Include the appropriate number of copies of the following supporting documents:

A. A summary letter to include:

1. The name and contact information of the property owner, and the acreage and legal identification of the property.
2. A project overview, existing and proposed zoning/land use and summary of development (including impact on adjacent land uses, traffic generation, etc.).
3. The existing and proposed percentage of impervious cover on site.

B. An Environmental Assessment.

- C. A Traffic Impact Analysis (TIA) Determination Worksheet and/or TIA.** (If a TIA is required, two (2) bound copies and a CD of the report in PDF format must be submitted).

D. Engineer's and Drainage Report, to include:

1. A phasing plan (if applicable).
2. The description of the existing topography, geologic, soil, and vegetation characteristics.
3. A general description of the proposed changes to the site.
4. A general description of the erosion control measures to be utilized.
5. The general sequencing of construction.
6. The description and calculation of all impervious cover on the site.
7. All drainage calculations, drainage methodology and hydrographs per the City of Austin's Drainage Criteria Manual.
8. Drainage area maps, storm sewers description, etc.
9. Approval from 911 Addressing for proposed street names.
10. Registered Professional Engineer's Seal.

E. Letters from TxDOT and/or Travis County regarding proposed street or driveway connections (if applicable).

F. Letter from the Postmaster approving the location of the proposed mail kiosk.

G. All easements and other legal documents.

H. A copy of the deed.

I. A copy of the proposed Storm Water Pollution Prevention Plan (SWPPP).

At a minimum, the plan set shall consist of the following:

A. Cover sheet shall include:

1. The title of the subdivision/project.
2. The address of the site.
3. A location map.
4. The date.
5. The legal description of the property.
6. Existing and proposed zoning of the property.
7. An index with sequencing of all sheets.
8. A revision/correction block.
9. The name, address, phone number and fax number of the owner.
10. The name, phone number and fax number of the owner's representatives responsible for plan alterations.
11. The Engineer's Responsibility Note.
12. The Engineer's certification.
13. The Owner's certification.
14. The name of the watershed in which the site is located.
15. A floodplain note.
16. Travis County TNR permits (if applicable).
17. TXDOT permits (if applicable).
18. The description and date of variances and/or waivers granted by the City of Lakeway.
19. A line for the Subdivision Improvements Permit number.
20. Signature blocks for Code Official, City Engineer, Fire Department (Lake Travis Fire Rescue), Water/Wastewater Provider, and Travis County TNR (if applicable).

B. General Notes and Specifications sheet shall include:

1. The City's general notes.
2. Any required Fire Department and Utility notes.
3. Construction specifications.

C. Recorded Plat

D. Existing Conditions sheet shall include:

1. The surveyor's certification.
2. The benchmark to mean sea level (MSL).
3. The bearings/distances on property lines.
4. The site acreage.
5. The road names with pavement width and R.O.W.
6. The current zoning for the site and all adjacent sites.
7. One foot contours, a minimum of 50-feet beyond all site boundaries.
8. All drainage features, culverts, storm sewers, etc. on or within 50-feet of all site boundaries, with size, grades and flow line elevations.
9. The delineation of each waterway.
10. The delineation of any Buffer Zones.
11. The limits of the 100-year floodplain, based on existing channel conditions, of all creeks and major drainage channels prior to any alteration of land assuming fully developed watershed condition.
12. The location of all Critical Environmental Features and related Buffer Zones.
13. The location of all hardwood trees 6-inches and larger in diameter and Texas Madrones of any size. Provide a tree table listing the tree number, species and size and designate which trees are to remain and which are proposed for removal.
14. The location of existing sidewalks, fences, driveways, buildings (including overhangs), access roads, septic tanks and fields, etc.
15. All existing utilities.
16. All existing driveways on both sides of the street(s) on which the project abuts, for a distance of 150-feet from the project in each direction.
17. The location and dimensions of all easements and setbacks as outlined in the subdivision plats and by separate instrument, deed restrictions and this ordinance.
18. The location, type, acreage, and percentage of existing impervious cover.

E. Slope Map sheet shall include:

1. Minimum 2-foot contours to MSL.
2. All proposed site improvements (screened in the background).
3. Slopes of 0-15%, 15%-25%, 25%-35%, and >35% delineated on drawing (calculated using a maximum of 2-foot intervals). Make sure each category is distinguishable from the others.
4. A table showing Net Site Area calculations.
5. A table showing existing and proposed impervious cover calculations.
6. The spoils area.
7. The contractor staging area.
8. The proposed wastewater disposal areas (if septic).

F. Erosion and Sedimentation Control/Tree Protection sheet shall include:

1. All proposed subdivision improvements (without text).
2. Existing and proposed contours in different, legible linetypes.
3. All utility lines (existing and proposed).
4. The limits of construction (LOC) with a note that states orange construction fencing shall be installed where the LOC is shown.
5. All proposed erosion/sedimentation controls. Include a note that states additional environmental controls may be required by the City as construction progresses.
6. A tree table (tree number, species, size and whether it is to remain or be removed).
7. All proposed tree protection. Submit a tree removal application for any hardwood tree 16-inches or greater that is proposed to be removed (approval is not guaranteed).
8. The stabilized construction entrances, showing length and width.

9. The proposed spoils area and estimated quantity of soil to be disposed.
10. The contractor staging area.
11. All Critical Environmental Features (CEF's) and the required buffer zones.
12. The location of any Buffer Zone.
13. The limits of the current 100-year floodplain or a note that states no portion of the property is within the 100-year floodplain.

G. Drainage Area Map sheet shall include:

1. Identification of any off-site drainage area map.
2. An existing and proposed on-site drainage map of the subdivision, identifying each existing and proposed drainage basin.
3. A distinguishable line showing limits of construction.
4. The existing adjoining street layout showing subdivisions adjacent to project.
5. The proposed street names, lot and block numbers and R.O.W. lines.
6. The location of all existing drainage structures on or adjacent to the project.
7. The existing contours at a minimum of 2-foot intervals to M.S.L. datum.
8. The size in acres, C, I, T_C , and Q_{100} for each specific drainage area.
9. Arrows indicating direction of flow within streets and lots. Identify all high/low points.
10. The summation of Q's at pertinent points (street intersections, inlets, passing inlets, headwalls, control outlet structures, etc.).
11. All street and lot fill areas (done by shading).
12. The proposed drainage facilities.
13. All existing and proposed drainage easements.
14. The Q's leaving proposed streets onto surrounding property and Q's entering proposed streets from surrounding property.
15. The existing and proposed 100-year floodplains for all waterways.
16. The minimum building slab elevations for lots adjacent to a 100-year floodplain.

H. Drainage Calculation sheet shall include:

1. Existing and proposed drainage area table showing the size in acres, C, I, T_C , and Q_2 , Q_{10} , Q_{25} , and Q_{100} for each specific drainage area.
2. Inlet calculation tables for 25-year and 100-year storm.

I. Street Plan sheets shall include:

1. Stationing south to north or west to east.
2. The lot numbers, block numbers, frontage dimensions and street stationing.
3. All existing and proposed easements (including required PUE's).
4. The existing and proposed street names.
5. The existing and proposed R.O.W. width and paving dimensions (face to face of curb).
6. Label the proposed curb radii.
7. All sidewalks and assignments as per City of Lakeway and Final Plat requirements.
8. Centerline radii and centerline marks every 50-foot.
9. The existing and proposed drainage facilities within the R.O.W. (use dashed lines to depict existing drainage facilities).
10. Arrows indicating proposed direction of runoff flow. Identify high and low points.
11. Label any proposed concrete valley gutter at intersections where appropriate. Provide calculations for proposed cross flow.
12. The limits of gutter depression by shading and showing stationing or dimensioning.
13. All PC, PT, PCC or PRC stations. Provide bearings and distances and curve data for the centerline of all proposed streets.
14. Identify all proposed fill areas and all cut slopes and provide top of wall and bottom of wall elevations. Provide a note that states sod or specialized turf reinforcement matting shall

- be required for slopes from 4:1 to 2:1. Slopes greater than 2:1 shall be structurally stabilized unless otherwise approved by the City Engineer. Include a note that states all exposed concrete must be faced with stone, stucco or other material approved by the City.
15. A note that states safety railing will be provided for all retaining walls with vertical elevation changes from 30-inches up to 6-feet. Any elevation difference 6-feet and greater must have a guardrail (wrought iron fence).
 16. The match lines for continuation of streets on other sheets.
 17. Detail any proposed connection to an existing street.
 18. Provide barricades for any dead end street.
 19. Identify locations of all proposed street signs and pavement markings.
 20. Provide details for any proposed street lighting. Show the approximate range of illumination for each light.
 21. Location of the proposed mail kiosk along with the required parking.

J. Street Profile sheets shall include:

1. Submit a waiver request for any cut/fill that exceeds 6-feet. Submit a variance application for any cut/fill that exceeds 12-feet.
2. The existing left and right R.O.W. profiles.
3. The proposed left and right top of curb (TOC) profiles with elevations every 50-foot.
4. The elevations at all PC, PT, PRC, PCC, PVC, PVI, or PVT stations.
5. Vertical curves with the following information: curve length, K value, PVI stations and elevation, tangents and tangent grades (show elevations every 25-feet maximum along vertical curves).
6. All curb returns PC, MID PT, PT, with tangent and grade past point of return.
7. All vertical curve data conforming to the latest City of Lakeway ordinances.
8. Show the location of all drainage/curb inlets.
9. Grading lines from back of curb or edge of pavement to tie into contours at the right-of-way line.

K. Storm Sewer Plan sheets shall include:

1. Stationing proceeding from low end to high end from left to right.
2. The street name, right-of-way and pavement section, and lot lines and numbers.
3. All existing and proposed easements.
4. All storm drainage facilities, labeled with line number, stationing, size and pipe material.
5. All horizontal PI, PC, PT, BEGIN and END stations and pipe and/or channel intersection equations.
6. The PI deflection angle in degrees.
7. Show and label all inlets and Q at inlets.
8. Label storm sewer assignments off R.O.W. or centerline.
9. The channel and/or pipe riprap and type of headwalls. Provide rip-rap for discharge velocities less than 6 ft/sec. Discharge velocities at 6 ft/sec or greater shall be provided with a structurally reinforced apron with dissipaters.
10. The beginning and end stations for erosion control material used within channels (label type of material to be used, e.g. dry stacked or mortared rock, etc.).
11. The bottom width, side slopes, concrete trickle or pilot channel, height of channel lining if used, maximum and minimum depth of channel, Manning's "n" value used, and station to station section of typical channels.

L. Storm Sewer Profile sheets shall include:

1. Stationing proceeding from low end to high end from left to right.
2. The existing and proposed ground profile.
3. All existing and proposed utility line crossings.

4. The top of the bank and proposed cut/fill areas for channels.
5. All stationing and flow line elevations at PI, PC, PT, grade breaks, manholes, junction boxes and intersecting lines.
6. Provide Q_{25} , V_{25} , d_{25} , Q_{100} , V_{100} and d_{100} for each line segment (or Q_{25} , V_{25} , Q_{100} and V_{100} for any proposed channel). The maximum permissible velocity in any trunk line segment is 20 ft/sec.
7. The flow line elevation every 50-feet.
8. The elevations of inlets (top, flow line and bottom).
9. The grade of flow line (in %) and pipe size and material.
10. All riprap, headwalls, etc., at pipe ends. Include the full channel section at pipe ends.
11. The existing and proposed ground and fill areas at pipe centerline for storm sewer lines.

M. Water/Wastewater Plan sheets shall include:

1. Stationing proceeding from low end to high end from left to right.
2. The street name, right-of-way and pavement section, and lot lines and numbers.
3. All existing and proposed easements.
4. The proposed water and wastewater facilities, labeled with sizes and material.
5. All horizontal PI, PC, PT, BEGIN and END stations and pipe intersection equations.
6. Any water or wastewater line assignments off R.O.W. or centerline.
7. The existing and proposed fire hydrants.

N. Water/Wastewater Profile sheets shall include:

1. Stationing proceeding from low end to high end from left to right.
2. The flow line elevation every 50-feet.
3. The existing and proposed ground profile.
4. All existing and proposed storm sewer and utility line crossings.
5. All stationing and flow line elevations at PI, PC, PT, grade breaks, manholes, and intersecting lines.
6. The grade of flow line (in %) and pipe size and material

O. Detention/Water Quality Pond sheets shall include:

1. A drainage area map.
2. All existing and proposed easements. Ponds may not encroach into PUE's.
3. Label lot number of proposed ponds.
4. Proposed grading.
5. Location of existing trees.
6. Access drive for maintenance.
7. Proposed rip-rap for pond outfalls.
8. A cross-section of the proposed ponds, as necessary, to depict all design features (splitter box, weirs, etc.).
9. Water surface elevations shown on all sections.
10. A summary table of supportive calculations for hydrology, hydraulics, control outlet structures, etc.
11. Pond volume tables.
12. Label top of clean out elevations (at least one must be accessible when the pond is full).
13. The specifications on the proposed water quality basin materials.
14. Construction details. All walls 4-feet and greater must be detailed in the plan set.
15. All exposed concrete must be faced with stone, stucco or other material approved by the City.
16. Landscape plan to screen ponds from adjacent properties.
17. Show proposed fencing (include a detail).

P. Propane Gas sheets shall include:

1. Lot number, dimensions and size.
2. Tank, gas line and service line locations. Label tank dimensions and volume.
3. Existing and proposed easements.
4. Underground utility, paving and drainage improvements.
5. Screening and landscaping plan and details.
6. Grading.
7. Approval/applicable permits from the Texas Railroad Commission.

Q. Construction Detail sheets shall include:

All items of construction, including structural walls in excess of 4-feet in height.

SUBDIVISION IMPROVEMENT PLAN NOTES

General Notes:

1. All responsibility for the adequacy of these plans remains with the engineer who prepared them. In accepting these plans, the City of Lakeway must rely upon the adequacy of the work of the design engineer.
2. All improvements shall be constructed in accordance with the approved plan set. Any subsequent changes will require a plan revision and approval from the City prior to construction.
3. Design procedures are in complete compliance with the City of Lakeway Code of Ordinances, the LCRA Water Quality Management Technical Manual, and the City of Austin Drainage and Environmental Criteria Manuals, as adopted by the City of Lakeway.
4. A pre-construction meeting shall take place before issuance of a permit and before construction begins.
5. All construction operations shall be accomplished in accordance with applicable regulations of the U.S. Occupational Safety and Health Administration.
6. Benchmarks are as follows: *(a minimum of two benchmarks to include description, location and M.S.L. elevation)*
7. Contractor is fully responsible for following the requirements of the Texas Manual on Uniform Traffic Control Devices (MUTCD) for all signage and work in a public or private right-of-way.
8. Barricades, built to City of Austin Standard Specifications as adopted by the City of Lakeway, shall be constructed on all dead-end streets and as necessary during construction to maintain job safety. *(Streets, etc. may be listed in addition to or instead of this note)*
9. Any existing pavement, curbs, and/or sidewalks damaged or removed will be repaired by the contractor at his expense before acceptance of the subdivision.
10. All storm sewer pipes to be Class III RCP unless noted otherwise.
11. No blasting is allowed.
12. The subgrade material in *(name of subdivision)* was tested by *(name of professional soil lab)* in *(day, month, and year)* and the street section designed according to current City of Austin Design Criteria as adopted by the City of Lakeway. The street sections are to be constructed as follows:
(give street names, width of R.O.W. or other methods to identify proposed design of different pavement thickness. In writing or graphically, describe the street section(s) to be constructed)
13. Manhole frames, covers, and water valve covers will be raised to finished pavement grade at the owner's expense. All utility adjustments shall be completed prior to final paving construction.
14. All collector and arterial streets shall have automatic screed control on asphaltic concrete pavement construction, placed as per item 350-6 of the City of Austin Standard Specifications.
15. At intersections that have valley drainage, the crowns of the intersecting streets will culminate in a distance of 40-feet from the intersecting curb line unless otherwise noted. Inlets on the intersecting streets shall not be constructed within 40-feet of the valley gutter.
16. Prior to final acceptance of a City street, the developer shall install street signs that conform to City standards and the Texas MUTCD manual.

17. Sidewalk requirements: *(give street name and location of required sidewalk, i.e. north, south, east, or west side)*
18. A curb lay-down is required at all points where the proposed sidewalk intersects a curb.
19. Sidewalks shall be completed prior to acceptance of any driveway approaches and/or issuance of a Certificate of Occupancy. Sidewalks adjacent to “common areas”, parkways, or other locations, on which no building construction will take place, must be constructed prior to final acceptance of the subdivision.
20. A license agreement for landscape and irrigation maintenance within public right-of-way shall be executed by the developer in party with the City prior to final acceptance of the subdivision.
21. A set of City-approved construction drawings and a copy of the approved SWPPP (Storm Water Pollution Prevention Plan) report must be available and located at the project site at all times. No work can proceed without the drawings and the SWPPP as hereby required. A copy of the weekly SWPPP inspection report must be submitted to the City and also be kept on site.
22. Contractor shall not stockpile any material within any buffer zone.
23. Any required regulatory permits shall be acquired and submitted to the City prior to construction commencing.
24. Safety railing shall be provided for all vertical elevation changes from 30-inches in height up to and including 5'-11” in height. Any elevation difference 6-feet and greater must have a guardrail (wrought iron fence).
25. Trees & brush cleared from a site shall be mulched or hauled off-site within 48 hours of being cut. Mulch piles may not exceed a depth of 18-inches. Failure to do so subjects the entire project to a red tag until the mulching or hauling is complete
26. Project signage shall comply with the City of Lakeway Sign Ordinance.

Construction Sequencing: [typical, conditions may require modifications]

1. Install construction fencing, stabilized construction entrance, temporary erosion controls and tree protection fencing per the approved Erosion and Sedimentation Control/Tree Protection Plan.
2. The Contractor shall arrange and coordinate acceptable meeting times for an on-site pre-construction meeting with the owner, project engineer, relevant contractors, relevant utility representatives, and the City Engineer. At this meeting, the City shall verify that all erosion and sediment controls and tree protection are in place, that construction drawings and the SWPPP are located on site, and that the SWPPP permits have been issued. The City may then issue the Subdivision Improvement Permit.
3. Deliver approved rough-cut sheets to the City prior to clearing and grubbing.
4. Rough cut water quality and detention ponds. Ponds must be functional and intercept site runoff.
5. Rough grade streets. No development of embankment will be permitted at this time.
6. Install all utilities to be located under the proposed pavement.
7. Deliver storm sewer cut sheets to the City.
8. Begin installation of storm sewer lines. Upon completion, restore as much disturbed area as possible, particularly channels and large open areas.
9. Deliver final grade cut sheets to the City.
10. Regrade streets to subgrade.
11. Ensure that all underground utility crossings are completed. Lay first course base material on all streets.
12. Install curb and gutter or ribbon curb.
13. Lay final base course on all streets.
14. Lay asphalt or concrete. No street cuts will be allowed after the final pavement surface course has been placed.
15. Complete all underground installations within the R.O.W.
16. Complete final grading and restoration of detention and water quality ponds.
17. Obtain City approval of topsoil prior to placing seed, sod, matting or hydromulch.
18. Complete permanent erosion control and restoration of site vegetation.
19. Remove and dispose of temporary erosion controls.
20. Complete any necessary final dress up of all disturbed areas.
21. Project engineer submits as-built drawings and a letter of concurrence stating the project was constructed per the approved plans.
22. City visits site and issues Certificate of Acceptance only if all construction is in substantial conformance to the plans.

Utility Companies:

Contractors must be able to certify that all utility companies have been notified at least forty-eight (48) hours in advance of proposed cuts or trenches in the street right-of-ways or public utility easements, and that utility lines in the immediate vicinity of the project have been identified and, if necessary, located and marked on the ground at a site before you dig in any public utility easement or street right-of-way. "One-Call" through the City of Austin or Southwestern Bell does not cover all of the utility companies in the City of Lakeway. *The Texas One-Call* system does. The following is a list of the utility service providers:

SOUTHWESTERN BELL

For pre-construction meetings for all development in Lakeway Proper call 870-5185
For pre-construction meetings for development along RR 620 (including ETJ) call 870-5214.
For Utility Line Location call 1-800-344-8377

AUSTIN ENERGY

For pre-construction meetings call 505-7649
For Utility Line Location call 505-7542

PEDERNALES ELECTRIC COOP., INC.

For pre-construction meetings call 219-2602 ext. 7420
For Utility Line Location call 1-800 344-8377

TIME WARNER CABLE

For pre-construction meetings call 485-6433
For Utility Line Location call 485-6356

LAKEWAY MUNICIPAL UTILITY DISTRICT

For pre-construction meetings call 261-6222 ext 10
For Utility Line Location call 261-6222 ext 10

HURST CREEK MUNICIPAL UTILITY DISTRICT

For pre-construction meetings call 261-6281
For Utility Line Location call 261-6281

TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT #17

For pre-construction meetings call 266-1111
For Utility Line Location call 266-1111

THE TEXAS RAILROAD COMMISSION

LP Gas Division call 936-4268 (for all subdivisions with 10 or more lots to be served with propane)

Temporary Erosion and Sedimentation Notes:

1. The contractor shall install erosion/sedimentation controls and tree/natural area protective fencing prior to any site preparation work (clearing, grubbing or excavation). See Sheet ____ for erosion/sedimentation control details. NOTE: T posts are to be spaced 5 feet apart on center.
2. The placement of erosion/sedimentation controls and tree/natural area protective fencing shall be in accordance with the approved Erosion and Sedimentation Control/Tree Protection 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. The contractor is required to inspect the controls at weekly intervals and after significant rainfall events to ensure that they are functioning properly. The person(s) responsible for maintenance of controls shall immediately make any necessary repairs to damaged areas. Silt accumulation at controls must be removed when the depth reaches six (6) inches.
4. 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.
5. Any dirt, mud, rocks, debris, etc., that is spilled, tracked, or otherwise deposited on any existing paved street shall be cleaned up immediately.
6. The Code Enforcement Officer, City Engineer or designated City Inspector has the authority to require additional erosion/sedimentation controls or tree protection before or during construction.
7. Prior to construction, all trees over roadways and construction areas may be trimmed to 13½-feet in height. All tree cuts shall be painted immediately with pruning spray.
8. All fabric for Erosion/Sedimentation Controls shall be a minimum of 6-oz per square foot.

Permanent Erosion and Sedimentation Notes:

1. All disturbed areas shall be restored to the hard surface of the street as noted below.
2. Sod or an approved erosion control matting shall be installed on all disturbed areas with a finished grade of 4:1 to 2:1. Slopes greater than 2:1 shall be structurally stabilized unless otherwise approved by the city engineer.
3. All disturbed areas on the entire project (such as areas that have been driven on, graded, used for storage of anything and are not in the exact condition that existed prior to construction) shall have a minimum of three (3) inches of topsoil placed prior to revegetation.
4. Topsoil shall be clean, friable, fertile soil with a relatively high erosion resistance, free of objectionable materials including roots and rocks larger than one (1) inch. Topsoil shall not contain caliche or limestone. Topsoil shall be readily able to support the growth of planting, seeding and sodding, as accepted by the City.
5. A minimum of three (3) inches of topsoil shall be placed in all drainage channels and high velocity erosion control matting shall be placed on the channel bottom and up the slope to an elevation of a minimum of 6" above the 100-year flood plain.
6. Prior to the placement of sod, seed, erosion control matting or hydromulch, the contractor shall contact the City and request an on-site inspection of the topsoil. Failure to get this inspection/approval can cause the topsoil and vegetation to be replaced.
7. The seeding for permanent erosion control shall be applied over areas disturbed by construction as follows:

- a. From September 15 to March 1, seeding shall be with a combination of two (2) pound per 1000 square feet of unhulled Bermuda and ten (10) pounds per 1000 square feet of Winter Rye with purity of 95% with 90% germination.
 - b. From March 2 to September 14, seeding shall be with hulled Bermuda at a rate of eight (8) pounds per 1000 square feet with a purity of 95% with 85% germination.
8. Fertilizer shall have an analysis of 15-15-15 and shall be applied at the rate of 100 pounds per acre.
9. Immediately upon completion of hydromulching operations, the contractor shall furnish to the City or design engineer a copy of a written certification from the hydromulch applicator stating the amounts of seed and fertilizer applied. The certification shall contain the name, address and phone number of the applicator and be signed by the applicator. No Certificate of Acceptance shall be issued without the required certification.
10. The planted area shall be irrigated or sprinkled in a manner that will not erode the topsoil, but will sufficiently soak the soil to a depth of six inches. The irrigation shall occur at a minimum of seven (7) day intervals during the first two months. Rainfall occurrences of ½ inch or more shall postpone the watering schedule for one week.
11. Mulch type used shall be either cellulose fiber, applied at a rate of 2,000 pounds per acre, or wood fiber mulch, applied at a rate of 2,500 pounds per acre.
12. Restoration shall be acceptable when the grass has grown at least 1½ inches high with 95% coverage, provided no bare spots larger than 9 square feet exist. Grass must be deep green in color to be acceptable; brown grass is the same as no grass.
13. When required, native grass seeding shall comply with the requirements of the City of Austin Environmental Criteria Manual.
14. All constructed and altered drainage channels shall be stabilized and vegetated immediately after final grading.

Tree Protection Notes:

1. All trees not located within the limits of construction and outside of disturbed areas shall be preserved.
2. All trees and natural areas shown within the limits of construction to be preserved shall be protected during construction with temporary fencing.
3. Protective fences shall be installed prior to the start of any site preparation work and shall be maintained throughout all phases of the construction project.
4. Erosion and sedimentation control barriers shall be installed or maintained in a manner that does not result in soil build-up within tree driplines.
5. Protective fences shall surround the trees or group of trees and will be located at the outermost limit of branches (drip line), or, for natural areas, protective fences shall follow the Limit of Construction line, in order to prevent the following:
 - a. soil compaction in the root zone area resulting from vehicular traffic or storage of equipment or materials;
 - b. root zone disturbance due to grade changes;
 - c. wounds to exposed roots, trunk or limbs by mechanical equipment;
 - d. other activities detrimental to trees such as chemical storage, cement truck cleaning, and fires.
6. Exceptions to installing fences at tree driplines may be permitted in the following cases:
 - a. where there is to be an approved grade change, impermeable paving surface tree well, or other such site development, erect the fence approximately 2 to 4 feet behind the area in question;

- b. where permeable paving is to be installed within a tree's dripline, erect the fence at the outer limits of the permeable paving area (prior to site grading so that this area is graded separately prior to paving installation to minimize root damage);
 - c. where trees are close to proposed buildings, erect the fence to allow 6 to 10 feet of work space between fence and the building;
- 7. Where any of the above exceptions result in a fence being closer than 4 feet to a tree trunk, protect the trunk with strapped-on planking to a height of 8 feet (or to the limits of lower branching) in addition to the reduced fencing provided.
- 8. Trees approved for removal shall be removed in a manner that does not impact trees to be preserved.
- 9. Any roots exposed by construction activity shall be pruned flush with the soil. Backfill root areas with good quality top soil as soon as possible. If exposed root areas are not backfilled within 2 days, cover them with organic material in a manner that reduces soil temperature and minimizes water loss due to evaporation.
- 10. No landscape topsoil dressing greater than 4-inches shall be permitted within the dripline of trees. No soil is permitted on the root flare of any tree.
- 11. Pruning to provide clearance for structures, vehicular traffic and equipment shall take place before damage occurs (ripping of branches, etc.).
- 12. All pruned limbs of oak trees shall be painted with pruning seal immediately after cutting. Any broken limbs of oak trees shall be cut clean and painted with pruning seal immediately after cutting.
- 13. Deviations from the above notes may be considered ordinance violations if there is substantial non-compliance or if a tree sustains damage as a result.

Fire Department Notes:

See Travis County ESD #6 (Lake Travis Fire Rescue).

Engineer's Certification:

I, the undersigned professional engineer in the State of Texas, do hereby certify, to the best of my knowledge, that all required documents enclosed are accurate and complete and that the provisions contained on this plan comply with the development ordinances and drainage policies adopted by the City of Lakeway and other Federal, State, County, and local regulations in effect on this date.

Dated: _____

(seal)

Registered Professional Engineer
Registration No. _____
Company Name
Address
Phone and Fax Number

The 100-year floodplain is fully contained within the drainage easements shown hereon.

Engineer's Responsibility Note:

All responsibility for the adequacy of these plans remains with the engineer who prepared them. In accepting these plans, the City of Lakeway must rely on the adequacy of the work of the design engineer.

Owner's Acknowledgement:

I, _____, hereby acknowledge that I have read and understood the plan notes on all attached drawings regarding my responsibilities as owner.

Dated: _____

Owner's signature

Surveyor's Certification:

I, _____, am authorized under the laws of the State of Texas to practice the profession of surveying and hereby certify that the notes, information, and provisions contained on this plan comply with the survey requirements of the development ordinances adopted by the City of Lakeway, and was prepared from a survey made on the ground under my direct supervision.

Dated: _____

(seal)

Registered Professional Land Surveyor
Registration No. _____
Company Name
Address
Phone and Fax Number

Plan Revision Block:

REVISIONS/CORRECTIONS							
No.	Description	Revise (R), Add (A) or Void (V) Sheet No.'s	Total # Sheets in Plan Set	Net Change Imp. Cover (ft ²)	Total Site Imp. Cover (ft ² and %)	City of Lakeway Approval	Other Approval