

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.