

ACCOMPANYING OR PENDING APPLICATIONS (List other applications submitted to the City)

I CERTIFY THAT ALL RELEVANT REQUIREMENTS OF THE CONSTRUCTION PLAN APPLICATION HAVE BEEN MET AND THAT THE CONSTRUCTION PLAN APPLICATION IS COMPLETE TO THE BEST OF MY KNOWLEDGE.

PROPERTY OWNER SIGNATURE

DATE

PRINT NAME

ENVIRONMENT & ENGINEERING DEPARTMENT USE ONLY	
SUBMITTAL DATE:	
5 BUSINESS DAYS FROM SUBMITTAL (for completeness check):	
COMPLETENESS REVIEW BY:	
CONTACT DATE FOR SUPPLEMENTAL INFO:	
SUPPLEMENTAL INFO RECEIVED (required within 5 days of contact):	
RETURNED TO APPLICANT (DATE):	
ACCEPTED FOR REVIEW (DATE):	
FEE:	
REQUIRED DATE FOR DECISION: (30 days from acceptance date)	
STAFF REPORT TO P&Z DUE:	
FINAL APPROVAL DATE:	

The City of San Marcos will contact you within five working days and advise you as to whether your application is complete. Only when all the required information has been provided will the City of San Marcos accept the application and the fees.

**PUBLIC IMPROVEMENTS CONSTRUCTION
PERMIT CHECKLIST
MUST ACCOMPANY APPLICATION**

The following items provide a checklist of minimum documentation requirements, which must be met, for application for a Construction Permit. (Land Development Code Technical Manual, Division 18, Section 1.18.1.1.)

CONSTRUCTION PLAN FEE

\$100/Developed acre

Total Fee Attached _____

(An application for a permit shall be accepted only upon payment of fee and with all requested information attached.)

Contents: **Two (2) sets of plans are required.** The following documents at a minimum must be submitted for consideration of approval of construction plans:

- 1) Approved Watershed Protection Plan
- 2) Final Plat
- 3) Engineer's Opinion of Probable Construction Cost
- 4) Geotechnical Report including pavement design specifications
- 5) Hydraulic Calculations (detailed calculations such as routing program computations not included on construction plan sheets)
- 6) Construction Specifications signed and sealed by a professional engineer licensed in the State of Texas
- 7) Construction Plans signed and sealed by a professional engineer licensed in the State of Texas
 - i) General
 - (a) Sheet sizes shall be 24"x36"
 - (b) Show on all plans, as appropriate
 1. North Arrow
 2. Scale
 3. Existing utilities
 - i. Water
 - ii. Wastewater
 - iii. Stormwater
 - iv. Gas
 - v. Electric (overhead and buried)
 - vi. Communications (overhead and buried)
 4. Property Lines
 5. Right of Way

6. Easements
7. 100-year Floodplain boundary

ii) Cover Sheet

- (a) Project Title
- (b) Index of all sheets
- (c) Vicinity Map (1"=2000' or larger)
- (d) Names and Contact Information for
 1. Owner/Developer
 2. Engineer
 3. Other professionals involved
- (e) City of San Marcos Approval Block
 1. Director, Department of Environment & Engineering
 2. Director, Department of Water and Wastewater
 3. Director, Department of Public Works
- (f) Contact Information for Coordination and Emergency
 1. City of San Marcos Department of Environment & Engineering
 2. City of San Marcos Engineering Inspection Services
 3. Electric Utility
 4. Water Utility
 5. Cable Utility
 6. Telephone Utility
 7. Natural Gas Utility
 8. Texas Commission on Environmental Quality (TCEQ)
 9. Texas Department of Transportation
 10. Railroad

iii) General Information

- (a) General Construction Notes
- (b) Sequence of Construction

iv) Erosion and Sedimentation Control Plan and Details

- (a) Stabilized Construction Entrance
- (b) Silt Fence (for use with drainage area < 1 acre)
- (c) Rock Berms (for use with drainage areas between 1 and 5 acres)
- (d) Additional erosion controls for disturbed drainage areas greater than 5 acres
- (e) Storm drain inlet protection

- (f) Alternative erosion and sediment controls (to be approved on a case-by-case basis)
- (g) Identify soil stockpile and construction staging areas and controls
- (h) Temporary and permanent re-vegetation specifications
- (i) TPDES Stormwater Pollution Prevention Plan or reference thereto
- (j) Details (as applicable)
 - (i) Stabilized Construction Entrance
 - (ii) Silt Fence
 - (iii) Rock Berm
 - (iv) Inlet Protection
 - (v) Sedimentation Basin culvert/discharge structure
 - (vi) Additional details
- v) Predevelopment Drainage Plan and Summary Calculations
 - (a) Minimum scale 1"=200'
 - (b) Existing topography with minimum 2' contour intervals
 - (c) Area, runoff coefficient, time of concentration, rainfall intensity, and peak runoff for each sub-area
- vi) Post Development Overall Drainage Plan and Summary Calculations
 - (a) Minimum scale 1"=200'
 - (b) Proposed topography with minimum 2' contour intervals
 - (c) Area, runoff coefficient, time of concentration, rainfall intensity, and peak runoff for each sub-area
- vii) Drainage System Plan, Calculations, and Details
 - (a) Inlet sizing calculations
 - (b) Pipe sizing calculations and pipe specifications
 - (c) Channel sizing calculations
 - (d) Appropriate detention facility design
 1. Stage-storage-discharge relationships for detention facilities
 2. Inlet and outlet erosion protection
 3. Sediment filtration
 - (e) Details (as applicable)
 - (i) Pipe trench detail
 - (ii) Curb inlet
 - (iii) Area inlet
 - (iv) Junction box
 - (v) Detention basin inlet structure

- (vi) Detention basin outlet structure
- viii) Roadway Plan and Profile Sheets and Details
 - (a) minimum scale 1"=50' horizontal, 1"=5' vertical
 - (b) Plan
 - 1. Right-of-Way
 - 2. Horizontal layout points, bearings and distances, curve data
 - 3. Paved roadway width
 - 4. Sidewalk and/or hike and bike trail location and dimensions
 - 5. Intersection sight distance (horizontal and vertical)
 - (c) Profile
 - 1. Existing centerline elevation
 - 2. Proposed surface centerline elevation
 - 3. Vertical curve data
 - (d) Details (as applicable)
 - (i) Typical roadway section
 - (ii) Curb and gutter
 - (iii) Sidewalk
 - (iv) Hike and bike trail
 - (v) Accessible Route Warning Pavers
- ix) Wastewater Plan and Profile Sheets and Details
 - (a) Minimum scale 1"=50' horizontal, 1"=5' vertical
 - (b) Computation of design flows
 - (c) Pipe size, material, and slope
 - (d) Pipe capacity and velocity when flowing full
 - (e) Peak wet weather flow
 - (f) Utility crossings shall be shown on profile
 - (g) Details (as applicable)
 - (i) Pipe trench detail
 - (ii) Manhole
 - (iii) Pipe mandrel (sized properly for pipe type and size)
 - (iv) Wastewater service and cleanout
- x) Water System Plan (and Profile for water lines greater than 12") and Details
 - (a) Minimum scale 1"=50' horizontal, 1"=5' vertical
 - (b) Joint restraint calculations
 - (c) Utility crossings shall be shown on profile

- (d) Details (as applicable)
 - (i) Pipe trench detail
 - (ii) Water valve and box
 - (iii) Air Valve and box
 - (iv) Fire hydrant assembly
 - (v) Water service and meter box
 - (vi) Blow-off assembly
- xi) Electric and Communications Plan
 - (a) Street light locations
 - (b) Details (as applicable)
 - (i) Light post foundation
 - (ii) Light post standard, mast arm, and luminaire
- xii) Striping and Signage Plan
 - (a) Details (as applicable)
 - (i) Sign standard and signs
 - (ii) Striping layouts and specifications (if not detailed on plan)
- xiii) Traffic Control Plan
- xiv) Additional information to be included on construction plans if applicable
 - (a) TCEQ Construction Notes
 - (b) Edwards Aquifer Recharge, Transition, and/or Contributing Zone Boundaries
 - (c) Edwards Aquifer Recharge Features
 - (d) Sensitive Feature Protection Zone Boundaries
 - (e) Water Quality and Buffer Zones