

# PUBLIC IMPROVEMENT CONSTRUCTION PLAN APPLICATION FORM

Updated: September 2019

Permit # \_\_\_\_\_



## CONTACT INFORMATION

Applicant's Name		Property Owner	
Applicant's Title		Owner's Title	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

*Review & Enforcement correspondence is sent to the Applicant. Owner = person or legal entity currently holding the title to the property.*

## PROPERTY INFORMATION

Subject Property Address: \_\_\_\_\_

Area in Acreage: \_\_\_\_\_ Tax ID #: R \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

## DESCRIPTION OF REQUEST

Contract Value: \_\_\_\_\_

Description & Purpose of proposed improvements: \_\_\_\_\_

\_\_\_\_\_

## AUTHORIZATION

*All required application documents and fees have been included with this application. I understand that the City of San Marcos will only accept this application and fees when all required documentation has been provided.*

Filing Fee as noted on pg. 2    Technology Fee \$11    **TOTAL FEE ATTACHED** \$ \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## NOTICE OF COMPLETENESS DETERMINATION & STATUTORY REVIEW TIMEFRAMES

I understand that the City of San Marcos requires online submittal of all applications through the Customer Portal at [www.mygovernmentonline.org](http://www.mygovernmentonline.org) and that the Responsible Official will review this application for completeness within 10 business days of online submittal. I understand that this application is not considered “filed” until all required documentation is received and reviewed for completeness. *Upon determination of completeness the City will send written correspondence stating that the application has been filed* and will provide a date.

I understand this application will not be considered “filed” until all subsequent applications have been approved, including but not limited to, a Preliminary Plat or Final Plat, a Watershed Protection Plan Phase 2, and a Traffic Impact Analysis.

By checking this box I am requesting cursory review of this application prior to determination that the application is complete and filed. Cursory review comments shall not constitute a determination of completeness.

I also understand that, as the applicant, I may request an extension to the statutory review timeframes.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## CHECKLIST FOR PUBLIC IMPROVEMENTS CONSTRUCTION PLAN APPLICATION

The following items are required, and must be reviewed for completeness, in order for this application to be considered “filed”:		Check Here if Not Applicable - written explanation <i>required</i> , use additional pages as necessary	
<input type="checkbox"/>	Completed Application for Public Improvements Construction Plan	<input type="checkbox"/>	
<input type="checkbox"/>	Filing Fee for Subdivision Improvements including more than 1 type of Infrastructure: \$2,250 plus \$50 per acre (\$4,000 max)	<input type="checkbox"/>	
<input type="checkbox"/>	Filing Fee for Individual Transportation or utility infrastructure extensions: \$1,117 plus \$5 per linear ft.	<input type="checkbox"/>	
	Technology Fee: \$11		
<input type="checkbox"/>	Authorization to represent the property owner, if applicant is not the owner	<input type="checkbox"/>	Applicant is the property owner
<input type="checkbox"/>	Approved Watershed Protection Plan	<input type="checkbox"/>	
<input type="checkbox"/>	Preliminary Plat or Final Subdivision Plat	<input type="checkbox"/>	
<input type="checkbox"/>	Engineer’s Opinion of Probable Construction Cost	<input type="checkbox"/>	
<input type="checkbox"/>	Geotechnical Report including pavement design specifications	<input type="checkbox"/>	
<input type="checkbox"/>	Hydraulic Calculations (detailed, such as routing program computations not included on construction plan sheets)	<input type="checkbox"/>	
<input type="checkbox"/>	Construction Specifications signed and sealed by a professional engineer licenses in the State of Texas	<input type="checkbox"/>	
<input type="checkbox"/>	Construction Plans signed and sealed by a professional engineer licensed in the State of Texas, including*:	<input type="checkbox"/>	

- General
  - \*24"x36" sheets
  - \*North Arrow
  - \*Scale
  - \*Existing Utilities – water, wastewater, stormwater, gas, electric, communications
  - \*Property Lines
  - \*Right of Way
  - \*Easements
  - \*100-year floodplain
- Cover Sheet
  - \*Project Title
  - \*Index of all sheets
  - \*Vicinity Map (1"=2,000' or larger)
  - \*Names and Contact information for Owner, Developer, Engineer, Other professionals involved
  - \*City of San Marcos Approval Block for Directors of: Department of Environment & Engineering, Department of Water & Wastewater, Department of Public Works
  - \*Contact Information for Coordination and Emergency including – City of San Marcos Department of Environment & Engineering, City of San Marcos Engineering Inspection Services, Electric Utility, Water Utility, Cable Utility, Telephone Utility, Natural Gas Utility, Texas Commission on Environmental Quality, Texas Department of Transportation, Railroad
- General Information
  - \*General Construction Notes
  - \*Sequence of Construction
- Erosion and Sedimentation Control and Plan Details
  - \*Stabilized Construction Entrance
  - \*Silt Fence (for drainage area <1 acre)
  - \*Rock Berms (for drainage areas between 1 & 5 acres)
  - \*Additional Erosion controls for disturbed drainage areas greater than 5 acres
  - \*Storm drain inlet protection
  - \*Alternative erosion and sediment controls (approved on a case-by-case basis)
  - \*Identify soil stockpile and construction staging areas and controls
  - \*Temporary and permanent re-vegetation specifications
  - \*TPDES Stormwater Pollution Prevention Plan or reference thereto
  - \*Details for sedimentation basin culvert / discharge structure
- Predevelopment Drainage Plan & Summary Calculations
  - \*Minimum scale 1' = 200'
  - \*Proposed topography with minimum 2' contour intervals
  - \*Area, runoff coefficient, time concentration, rainfall intensity, and peak runoff for each sub-area
- Drainage System Plan, Calculations and Details
  - \*Inlet sizing calculations
  - \*Pipe sizing calculations and pipe specifications
  - \*Channel sizing calculations
  - \*Appropriate detention facility design 1) Stage-storage-discharge relationships for detention facilities, 2) inlet and outlet erosion protection, 3) sediment filtration
  - \*Details, as applicable for – Pipe trench detail, curb inlet, area inlet, junction box, detention basin inlet structure, detention basin outlet structure

<ul style="list-style-type: none"> <li>• Roadway Plan and Profile Sheets and Details <ul style="list-style-type: none"> <li>*minimum scale 1" = 50' horizontal, 1" = 5" vertical</li> <li>*Plan - right-of-way; horizontal layout points, bearings and distances, curve data; paved roadway width; sidewalk and / or hike and bike trail location and dimensions; intersection sight distance (horizontal and vertical)</li> <li>*Profile – existing centerline elevation; proposed surface centerline elevation; vertical curve data</li> <li>*Details as applicable for – typical roadway section, curb &amp; gutter, sidewalk, hike and bike trail, accessible route warning pavers</li> </ul> </li> <li>• Wastewater plan and profile sheets and details <ul style="list-style-type: none"> <li>*Minimum scale 1" =50' horizontal, 1" =5'vertical</li> <li>*computation of design flows</li> <li>*pipe size, material and slope</li> <li>*pipe capacity and velocity when flowing full</li> <li>*peak wet weather flow</li> <li>*utility crossings shall be shown on profile</li> <li>*details, as applicable for – pipe trench detail, pipe mandrel (sized properly for pipe type and size), wastewater service and cleanout</li> </ul> </li> <li>• Water system plan (and profile for water lines greater than 12") and details <ul style="list-style-type: none"> <li>*minimum scale 1" = 50" horizontal, 1" = 5' vertical</li> <li>*joint restraint calculations</li> <li>*utility crossings shall be shown on profile</li> <li>*details, as applicable for - pipe trench detail, water valve and box, air valve and box, fire hydrant assembly, water service and meter box, blow-off assembly</li> </ul> </li> <li>• Electric and Communications Plan <ul style="list-style-type: none"> <li>*street light locations</li> <li>*details, as applicable for – light post function; light post standard, mast arm and luminaire</li> </ul> </li> <li>• Striping and signage plan <ul style="list-style-type: none"> <li>*Details, as applicable for – sign standards and signs, striping layouts and specifications (if not detailed on plan)</li> </ul> </li> <li>• Traffic Control Plan</li> <li>• Additional information to be included, if applicable <ul style="list-style-type: none"> <li>*TCEQ Construction Notes</li> <li>*Edwards Aquifer Recharge, Transition and/or Contributing Zone</li> <li>*Edwards Aquifer Recharge Features</li> <li>*Sensitive Feature Protection Zone Boundaries</li> <li>*Water Quality and Buffer Zones</li> </ul> </li> </ul>		
<input type="checkbox"/> Date of approval for Concept or Master Plan: _____		<input type="checkbox"/> Not Applicable**
<input type="checkbox"/> Date of approval of Preliminary Plan: _____		<input type="checkbox"/> Not Applicable**
<input type="checkbox"/> Date of approval for Out of City Utility Request: _____		<input type="checkbox"/> Not Applicable**
<input type="checkbox"/> Date of approval of a Traffic Impact Analysis: _____		<input type="checkbox"/> Not Applicable**
<input type="checkbox"/> Date of approval for Phase 2 Watershed Protection Plan: _____		<input type="checkbox"/> Not Applicable**
<input type="checkbox"/> List accompanying or pending applications here: _____		

**Additional information may be required at the request of the Department**

\*each item listed must be submitted or an explanation provided

\*\*No explanation required