Subdivision Improvement Construction Plans & Utility Plans
Application Checklist

Please note that the checklist is required to be filled out by the applicant or designated agent. Place a check mark on the line in front of the number if you have complied with that item. If the checklist item is not applicable to your application, indicate why it is not applicable.

Project Name:_____

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

The following items are required to be included with the Site Plan for the Commercial Building Permit Application to be considered complete. Incomplete applications will not be accepted for review.

_____ 1. Application and checklist form completed and signed.

_____ 2. Three (3) sets of the construction plans on 24X36 sheets at generally accepted horizontal and vertical engineering scales.

_____ 3. 1 copy of the approved preliminary plan

_____ 4. 3 copies of any executed development agreement approved by the City that affects the subject property, if applicable.

_____ 5. Certified estimate of cost of construction

_____ 6. Construction Inspection fee: 2% of construction cost due upon approval of Construction Plans.

Fee Calculation:

$1,838.52 + 1.5% of the value of improvements

$_____
Total Fee

****** A submittal meeting is required. Please contact Debbie Guerra at (512) 262-3959 to schedule an appointment.***

(THE FOLLOWING LINE IS FOR CITY USE ONLY)

ACCEPTED BY: _____ ***(Date)*** _____

General Process

Schedule a meeting with Planning Dept. staff to submit a complete application. → Staff reviews application (typical review is approximately 2 ½ weeks) → Applicant revises plans based on staff comments. → Staff reviews revised plans (typical review is approximately 1 ½ weeks) → When all comments have been cleared, the applicant will submit the inspection fee and upon payment of the fee an approval letter will be issued to the applicant with instructions on the number of final copies needed for staff signature. The applicant will schedule a pre-construction meeting with the Public Works Dept. upon receiving signed approved plans.

Application Information:

Please Note: The signature of owner authorizes City of Kyle staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.**

(Check One):

_____ I, the owner will represent this application with the City of Kyle
_____ I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Kyle.

Property Owner:_____ Phone:_____ Fax:_____

Address:_____ City:_____ State: _____ Zip:_____

Email: _____ Mobile: _____

Signature: _____

Project Agent: _____ Phone_____ Fax: _____

Address: _____ City: _____ State_____ Zip_____

Email: _____ Mobile_____

I hereby attest that I prepared this application/checklist and that all the information shown hereon is correct and complete to the best of my knowledge.

THE FOLLOWING INFORMATION IS REQUIRED TO BE SHOWN ON THE PLAN AND/OR SUBMITTED WITH THE PLANS:

___ (1) A cover sheet showing the following:

___a. Names, addresses and phone numbers as applicable of the record owner and developer and all authorized agents including the architect, engineer, landscape architect, and surveyor.

___b. The proposed name of the project.

___c. A location map showing the relation of the project to streets and other prominent features in all directions for a radius of at least one mile using a scale of one-inch equals 2,000 feet. The latest edition of the United States Geological Survey 7.5 minute quadrangle map is recommended.

___d. Certification, revision and signature blocks as required by the city.

___e. The total acreage of the property to be developed.

___f. Current zoning district as defined by this chapter.

_____ (2) An existing conditions plan that shows the following:

___a. Boundary of existing zoning districts, if applicable.

___b. The existing property lines, including bearings and distances, of the land being developed or improved. Property lines shall be drawn sufficiently wide to provide easy identification.

___c. The location of existing structures and improvements, if applicable.

___d. The accurate location, caliper and critical root zone of significant trees eight-inch caliper and larger, in relation to the property boundary and, if applicable, within the limits of the proposed off-site improvements.

___e. Centerline of watercourses, creeks, existing drainage structures and other pertinent data shall be shown.

___f. Lines delineating the regulatory 100-year floodplain, if applicable.

___g. Topographic data indicating one foot contour intervals. The contoured area shall extend outward from the property boundary for a distance equal to 25 percent of the distance across the tract, but not fewer than 50 feet or more than 200 feet.

___h. The locations, sizes and descriptions of all existing utilities, including but not limited to sewer lines, lift stations, sewer and storm sewer manholes, water lines, water storage tanks, and wells within the property, and/or adjacent thereto. Existing overhead and underground electric utilities shall also be shown.

___i. The location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements, building setbacks or other public rights-of-way within the property, intersecting or contiguous with its boundaries or forming such boundaries, as determined from existing deed and plat records. The existing right-of-way width of any boundary street to the property shall also be shown.

___j. Location of city limit lines and/or outer border of the city's extraterritorial jurisdiction, as depicted on the city's most recent base map, if either traverses or is contiguous to the property boundary.

___ (3) An erosion and sedimentation control plan that shows the following:

___a. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities.

___b. Existing and proposed topographic conditions with vertical intervals not greater than one foot referenced to a United States Geological Survey or coastal and geodetic survey benchmark or monument.

___c. The location, size, and character of all temporary and permanent erosion and sediment controls with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction.

___d. Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas.

___e. A plan for restoration and for the mitigation of erosion in all areas disturbed during construction.

____ (4) For all non-single family residential project a site plan that shows all visible improvements to the land, including the following:

___a. The location, dimensions, square footage, height, and intended use of existing and proposed buildings on the site.

___b. Location, number and dimensions of existing and proposed parking spaces, distinguishing between standard, handicap and van handicap spaces, and calculation of applicable minimum requirements in accordance with this chapter.

___c. The location, type and dimensions of proposed driveways, signs and traffic control devices.

____ (5) A grading and drainage plan that shows the following:

___a. A drainage area map delineating areas to be served by proposed drainage improvements.

___b. Detailed design of all drainage facilities, including typical channel or paving section, storm sewers, detention ponds and other storm water control facilities.

___c. Accurate cross sections, plan and profiles of every drainage improvement proposed in a public utility easement and/or public right-of-way.

___d. Existing and proposed topographic conditions with vertical intervals not greater than one foot referenced to a United States Geological Survey or coastal and geodetic survey benchmark or monument.

___e. Attendant documents containing design computations and any additional information required to evaluate the proposed drainage improvements.

___f. Compliance with the city's drainage policies provided in chapter 41, subdivisions.

___ (6) A utility plan that shows the following:

___a. The layout, size and specific location of proposed water mains and other related structures and in accordance with all current city standards, specifications, and criteria for construction of water mains.

___b. The location of proposed fire hydrants, valves, meters and other pipe fittings.

___c. Design details showing the connection with the existing city water system.

___d. The layout, size and specific location of the proposed wastewater lines, lift stations, and other related structures, and in accordance with all current city standards, specifications, and criteria for construction of wastewater systems.

___e. Plan and profile drawings for each line in public right-of-way or public utility easements, showing existing ground level elevation at centerline of pipe, pipe size and flow line elevation at all bends, drops, turns, station numbers at 50-foot intervals.

___f. Detailed design for lift stations, special wastewater appurtenances, if applicable.

___g. Utility demand data, and other attendant documents, to evaluate the adequacy of proposed utility improvements, and the demand on existing city utilities.

___h. Compliance with the city's utility policies provided in chapter 41, subdivisions.

___ (7) Construction details that show (when applicable) the following:

___a. Structural retaining walls and/or detention outlet structures.

___b. Storm sewer manhole and covers, typical channel sections, inlets, safety end treatments and headwalls.

___c. Wastewater manholes and covers, cleanouts, grease traps, pipe bedding and backfill.

___d. Water valves, water meters, fire hydrants, thrust blocks, backflow prevention and concrete encasement.

___e. Driveways, curb and gutter, sidewalks, curb ramps, pavement sections and pavement repair.

___f. Silt fence, rock berms, stabilized construction entrance, inlet protection.

___g. Traffic controls when working in public right-of-way.

___h. Applicable city standard details and specifications.

___ (8) Street and Roadway System:

___a. the horizontal layouts and alignments showing geometric data and other pertinent details. The horizontal layout shall also show the director of storm water flow and the location of manholes, inlets, and special structures.

___b. Vertical layouts and alignments showing existing and proposed center line, right and left right-of-way line elevations along each proposed roadway.

___c. typical ROW of cross sections showing pertinent design details and elevations

___d. typical paving sections showing ROW, lane width, median widths, shoulder width, and pavement recommendations.

___ (9) Drainage Improvements:

___a. Detailed design of all drainage facilities

___b. Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown

___c. A copy of the complete application for flood plain map amendment or revisions, as required by the federal emergency management agency (FEMA), if applicable.

___ (10) water Distribution Systems:

___a. The layout, size, and specific location of the existing and proposed water mains, pump stations, storage tanks, and other related structures sufficient to serve the proposed land uses and development.

___b. The existing and proposed location of fire hydrants, valves, meters, and other fittings.

___c. Design details showing the connection with the existing water system.

___d. The specific location and size of all water service connections for each individual lot.

___e. Attendant documents containing any additional information required to evaluate the proposed water distribution system.

___ (11) Wastewater Collection Systems:

___a. The layout, size, and specific location of the existing and proposed wastewater lines, manholes, lift stations, and other related structures sufficient to serve the proposed land use

___b. Plan and profile drawings for each line in public ROW or public utility easements showing existing ground level elevation at center line of pipe, pipe size, and flow line elevation at all bends, drops, and turns.

___c. Design details for manholes and special structures. Flow line elevations shall be shown at every point where the line enters or leaves the manholes.

___d. Detailed design for lift stations, package plants or other special wastewater structures.

___ (12) Traffic Control and Street Lights and Signs

__a. The location, size, type and description of street lights

__b. Show pavement makings and location of stop bars and other markings as required in the latest version of the Texas Manual Uniform Traffic Control Devices.

__c. The location, size and type of speed limit signs and permanent traffic barricades

___ (13) Sidewalks

__a. The location, size, and type of sidewalks and pedestrian ramps