



FOR OFFICE USE ONLY	
Project No.: _____	FILING FEE RECEIPT NO.: _____
SUBMITTAL DATE: _____	INITIAL: _____

CONSTRUCTION PLAN REVIEW APPLICATION

APPLICATION IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES

MINIMUM SUBMITTAL REQUIREMENTS:

- Construction Plan Review Fee: 1% of total project cost (due at time of Developer Agreement)
 - Application provided by City of Amarillo completed in full. Please attach pages if additional information is provided.
 - Is the Drainage Report Included,
 - Yes No - Provide justification:
 - Unit contains 3 or less lots
 - Drainage Report was part of another unit or Preliminary, specify: _____
 - Other _____
 - Is the project located in a Floodzone?
 - Yes No If yes, is a copy of CLOMR/LOMR included Yes No
 - Construction Plans provided on 11" x 17" sheets - Required
 - Construction Plans Signed and Sealed by a Registered Professional Engineer or Statement of Interim Review on all sheets.
 - Copy of approved Preliminary Plan attached
 - Does the project connect to a TxDOT roadway? Yes No If yes, a TxDOT Driveway Permit Application should be completed and attached
 - The attached Completeness checklist with all items checked off or a brief explanation of why they are not,
-
- Was a waiver requested for any improvements Yes No If yes, is the approved waiver request attached ? Yes No (See following page for waiver criteria)
- Digital Copy provided (either CD or Thumb Drive)

Subdivision Name/Proposed Subdivision Name: _____ **Unit#** _____

Jurisdiction: City Limits ETJ County: _____ Total Acreage: _____ Total No. of Lots: _____

Land Use: (Existing) _____ (Proposed) _____

Property Owner(s): _____

Firm Name (if applicable): _____

Address: _____

Telephone: (____) _____ Email: _____

Owner's Engineer (Main contact person)

Firm Name (if applicable): _____ Tx Reg No. _____

Address: _____

Engineer of Record: _____ Tx Reg No. _____

Telephone: (____) _____ Email: _____

Secondary Contact Name: _____

Telephone: (____) _____ Email: _____

MAIN CONTACT PERSON RESPONSIBLE FOR APPLICATION (ONLY CHECK ONE)

Owner (Main contact person responsible for application)

Representing this request as an owner of the subject property. As the Owner, I shall be the principle contact person with the City in processing and responding to requirements, information, and/or issues relative to this case.

Owner(s) Name(s) Printed

Signature of Owner(s)

Date

Owner's Agent (Main contact person responsible for application)

In lieu of representing this request as an owner of the subject property, I hereby authorize the person designated as agent to act in the capacity as my agent for the application, processing, representation, and/or presentation of this request. The designated agent shall be the principle contact person with the City in processing and responding to requirements, information, and/or issues relative to this case.

Agent's Name Printed

Signature of Agent

Date

SIGNATURE BELOW IS ONLY REQUIRED BY OWNER WHEN USING AGENT

Before me, the undersigned authority, on this day personally appeared _____
(Owner(s) Name) known to me to be the persons whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity stated.

Given under my hand and seal of office on this _____ day of _____, 20_____.

Waiver Criteria

The City Engineer or Assistant Director of Utilities may waive some or all of the requirements of sections 4-6-123 through 4-6-128 they administer when at least two (2) of the following conditions exist. The request for a waiver shall not be based upon self-imposed hardship or only the opportunity to make the property more profitable or reduce expense to the owner. Written application for waiver shall be submitted by the Developer or landowner. The waiver application shall state fully the grounds for the waiver and all facts related to such request:

(1) Allocation of City funding for the project is not immediately available.

(2) The Plat or Lot(s) to be developed contain(s) only partial or isolated improvements and the proposed improvements will not tie to existing improvements.

(3) The adjacent Street(s), road or highway is under the Texas Department of Transportation's maintenance and the Texas Department of Transportation has no immediate plans for any improvements for construction.

(4) Special conditions applicable to the property exist related to its location, public improvements, or the lack of improvements.

(5) The waiver will not be materially detrimental to the public welfare, public safety, use, enjoyment and value of adjacent property.

DRAINAGE REPORT AND CONSTRUCTION PLAN MINIMUM REQUIREMENTS (ALL CITY ORDINANCES MUST BE MET) INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

Drainage Report

- Not Applicable-Not included see comments from page 1 _____
- Date of Preparation
- Sealed by a Licensed Professional Engineer
- Layout showing Existing Street, Proposed Streets, Alleys, Existing Easements, Proposed Easements, Public Areas, Buildings, Lots and Blocks
- Contour Map that delineates all drainage areas contributing to the runoff (including upstream offsite drainage area).

Is a Drainage System being constructed? Yes No If yes, provide:

- A Drainage System Map that is superimposed over the proposed plan
- Label all inlets, manholes, junction boxes, pipes, outfall and other features
- Show dimensions for all street and easement widths
- Delineate the boundaries of any Flood Hazard Areas
- Tables for all inlets that show each ID, proposed size, capacity, 2-year developed design flow. 100-yr developed design flow, bypass flows, any upstream bypass flow will be shown combined with calculated design flows. **Not Applicable**
- Tables for all pipes that show each ID, type of pipe, proposed size, length, slope, velocity, capacity, 2-year developed design flow. 100-yr developed design flow. **Not Applicable**
- Tables for each junction box and manhole that show each ID, proposed size, depth, top elevation, combined 2-year developed design flow out of the structure. Combined 100-yr developed design flow out of the structure. **Not Applicable**
- Layout showing calculated finished floor elevation for all lots

Plan Sheet Requirements – General

- 11" x 17" sheet(s)
- Title Block with the following information:
 - Name, address, contact information and registration number for Engineer Firm preparing the plans.
 - Proposed name of subdivision and applicable unit(s) or addition(s).
 - Name of Sheet (i.e. Plan and Profile for "XXXX").
 - Engineers Seal or statement of interim review.
 - Date of preparation (including date the plan was submitted and dates of any revisions to the plan)
 - Engineer's scale in feet including graphic format. Allowable Scales shall be:

Horizontal	Vertical
1 in. = 20 ft.	1 in. = 2 ft.
1 in. = 40 ft.	1 in. = 4 ft. or 1 in. = 10 ft.
1 in. = 50 ft.	1 in. = 5 ft. or 1 in. = 10 ft.
 - Page number
- North Arrow
- Legend

Cover Sheet

- Heading needs to include type of proposed improvements, Paving, Drainage and/or Utilities
- Index sheet, may be separate sheet for large plan sets
- A vicinity map showing the location of the project
- Signature blocks for City Engineer and Assistant Director of Utilities (signatures can be omitted if no work under that persons authority is being performed)

Construction Plans - General

- Table with the following information:
 - Net paved street length
 - Net paved alley length
 - Net length of each size of storm sewer
 - Net length of each water line size
 - Net length of each sanitary sewer line size
- Traffic Control Plans for an proposed work within existing City or TxDOT roadways

Plan and Profile Plan Sheets

- Name of existing and proposed streets
- All significant topographical, cadastral and planimetric features shall be shown.
- The location and description with accurate dimensions (bearing, length, curve data, etc.) for the following:

Existing	Proposed	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Streets. Continuous or end in a cul-de-sac
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Public R.O.W. locations and widths
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Street offsets and/or intersection angles meet ordinances
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Alleys
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Utility services (water & sanitary sewer) Provide size and depth values
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Drainage structures and improvements including underground storm sewer and all overland systems (flow line of existing watercourses) showing where these will discharge
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Public areas. Park, school site, Public Improvement District common areas etc.
<input type="checkbox"/>		<input type="checkbox"/> Proposed phases.
<input type="checkbox"/>		<input type="checkbox"/> Private R.O.W. locations and widths

Paving and Drainage

- All existing natural gas lines, underground electrical cable, telephone cable, fiber optic cable, cable TV, traffic signal cable, petroleum product lines and other product transmission lines shall be shown
- Station shall be shown for all significant utility facilities and features
- Existing natural ground within the right-of-way, proposed or existing street or alley grades
- Curve data for the centerline of the streets, alleys and drainage ways
- The location and type of all existing and proposed ADA ramps in the street right-of-way
- At least one benchmark shall be clearly described and the elevation shown
- Stationing shall be shown for each new street, alley or drainage way
- All horizontal alignment equations shall be clearly shown on the plan and profile sheets
- The vertical alignment of existing streets shall be shown at least 100' prior to the continuation of a new street profile
- The distance from back of curb to the property/right-of-way line shall be shown
- Existing and proposed driveways and sidewalks shall be dimensioned and laydown widths shall be shown. The driveways and sidewalk elevations shall be shown in the profile view
- All proposed ADA ramps shall be shown with ramp types and grades
- All proposed Street Lighting shall be shown
- Existing and proposed paving and curb and gutter shall be shown
- All curb and gutter radii shall be shown
- All existing and proposed valleys with flowline elevations and direction of storm water flow shall be shown
- Profile grades shall be shown
- All roadways shall be elevated above the FEMA 100-yr flood elevation
- All horizontal ties to existing sheets, alleys and lot corners shall be shown
- Top of curb elevations at each station, point of curvature (P.C.) , point of tangency (P.T.), vertical point of intersection (V.P.I.) and end of separate curbs shall be shown. Curb returns and other critical points where construction may temporarily terminate shall be shown
- All V.P.I curve information shall be shown on profile sheets
- All horizontal curve information shall be shown on plan sheets
- The bearings of all tangent sections shall be shown on plan sheets
- Typical paving and cross section shall be shown on the detail sheets
- Label all inlets, manholes, junction boxes, pipes, outfalls and other features with unique labels
- Label all Junction Boxes and Manholes that will show each structure ID, size, proposed depth, top elevation, and invert elevations for all connecting pipes
- Labels for all Pipe that will show each pipes proposed Pipe ID, type of pipe, length, slope, and size
- All hydraulic grade lines (H.G.L.) shall be shown in the profile view
- Labels for all Inlets that show each inlets ID, proposed size, and throat elevation and flowline elevations
- Delineate the boundaries of any Flood Hazard Areas
- Striping and Signage layout shall be provided
- Location of cluster mailboxes shall be shown, a detail sheet shall be included
- A layout showing calculated finish floor elevations for all lots
- Provide an erosion and sediment control plan (location of proposed controls and buffers, location of all construction support activities, access points for construction vehicles, location of concrete washout facilities, location of sediment basins, location of channel controls, etc.)
- Provide the location where proposed storm water discharges directly to the MS4 or receiving waters

Water Mains

- Not Applicable– No Water Mains purposed. _____
- Include overall “Key Map” to identify sheet locations
- All existing and proposed water mains, fire hydrants, valves, and fittings are shown

- All proposed water service tap locations are shown
- All Mains are located within R.O.W.'s or P.U.E.'s

Plan and Profile Views (Profile 12-inch Diameter mains and Larger)

- A benchmark location and elevation is noted on each sheet
- Stationing is along the centerline of main
- Stationing on plan and profile views are aligned
- Stationing is shown at all fittings and valves
- Proposed and existing utilities are shown in both plan and profile views
- Method of determining existing utilities and elevations are given (e.g. field verified, "as-built", etc.)
- All length of mains, flowline elevations, and slopes are shown
- Proposed slopes can be verified using the proposed lengths and flowline elevation
- If the main continues on another sheet, show what sheet the continuation is on
- Curved mains-Curve data, e.g., radius, length, is given for the centerline of the main for each curve
- Most Current Utilities Division Standard Detail Sheet including but not limited to the following:
 - Fire Hydrant Details (Standard and Deep Buried)
 - Water Main/Sewer Main Crossing
 - Utility Location Detail for Street, Alley or P.U.E.'s
 - Paving Repair Detail
 - Pipe Embedment Detail
 - Typical Flush Assembly Detail
 - Service line and service tap detail
 - Meter box detail

Sanitary Sewers

- Not Applicable— No Sanitary Sewers proposed. _____
- Include overall "Key Map" to identify sheet locations
- All existing and proposed sanitary sewer mains are shown
- All proposed mains are labeled as sanitary sewer mains
- All proposed sanitary sewer service tap locations are shown
- All manhole locations are shown.
- All Mains are located within R.O.W.'s or P.U.E.'s.

Plan and Profile Views

- A benchmark location and elevation is noted on each sheet.
- Stationing is along the centerline of main.
- Stations on plan and profile views are aligned.
- Stationing starts at the low end of the sanitary sewer man.
- Stationing is given at all manholes, and all manholes are numbered.
- Manholes are located at changes in the sanitary sewer main's slope, sanitary sewer main's direction and at the end of a sanitary sewer main
- Length of pipe is to the center of manholes
- Flow line elevation in and out of the manholes is shown
- Flowline elevations are given
- All length of mains, flowline elevations, and slope are given to 2 decimal places
- Proposed and existing utilities are shown in both plan and profile views.
- Method of determining existing utilities and elevations are given. (e.g. field verified, "as-built", etc.)
- All length of mains, flowline elevations, and slopes are shown.
- If the main continues on another sheet, show what sheet the continuation is on
- Curved mains-Curve data, e.g., radius, length, is given for the centerline of the main for each curve
- Manhole Plan Details
- Manhole Profile Detail for each type of manhole (e.g. Fiberglass, Pre-cast Concrete, etc.)
- Manhole Ring and Cover Detail
- Drop Assembly and Intersecting Line Detail
- Pipe Embedment Detail
- Paving Repair and Trench Backfill Detail
- Sewer Tap Details
- Water Main/Sewer Main Crossing Detail