

PRELIMINARY PLAN 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. 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.

***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 owner, the acreage and legal identification of the property.
 2. A project overview, existing and proposed zoning/land use and a summary of the proposed development (including impact on adjacent land uses, traffic generation, phasing plan, any proposed cut/fill requirements, etc.).
 3. The existing and proposed percentage of impervious cover on site, based on net site area calculations.
- 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. Letters from all utility providers confirming the availability of service.**
- 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. A copy of the deed.**

At a minimum, the plan set shall consist of the following:

1. **The summary information on the cover sheet must include:**
 - a. The proposed name of the development.
 - b. The date, north arrow and a location map.
 - c. The names, signatures, addresses and phone/fax numbers of the owner of record, engineer and/or surveyor, and primary contact person.
 - d. The existing and proposed zoning of the development.
 - e. The total acreage.
 - f. The total number of lots (distinguish between residential and other uses).
 - g. The total average residential density (including open space/parkland).
 - h. The total linear feet of all new streets.
 - i. The net site area and existing and proposed impervious cover.
 - j. The proposed utility providers.
 - k. The benchmark description.
 - l. An index with sequencing of all sheets.
 - m. The date of Zoning & Planning Commission consideration, once applicable.
 - n. The date of City Council approval, once applicable.
2. **The subdivision boundary lines, indicated by heavy lines, with dimensions.**
3. **The delineation of jurisdictional boundaries.**
4. **The survey ties to adjacent subdivisions and across all street rights-of-way.**
5. **The lot boundary lines with dimensions, lot numbers, and block letters.**
6. **Building setback, landscape buffer and public utility easement locations on all lots.**
7. **Each lot labeled with proposed use or zoning.**
8. **The acreage of each lot shown on the drawing or provided in a table.**
9. **If non-residential, a conceptual site plan showing proposed driveways, parking lots, and building location and size. Existing offsite street and driveway locations should also be shown to ensure proper offsets.**
10. **The location of water quality and detention ponds.**
11. **Proposed water and wastewater layout.**
12. **Parking table showing the number of spaces required and the number provided.**
13. **The location of the proposed mailbox kiosks.**
14. **Right-of-way dedication(s).**
15. **Use the following chart to list proposed roadways:**

Street Name	Street Class	ROW Width	Pavement Width	Shoulder Width	Design Speed
-------------	--------------	-----------	----------------	----------------	--------------

16. **The proposed street names along with an approval letter from Austin 911 Addressing.**
17. **The street right-of-way widths and center line radius.**
18. **The sidewalks and/or golf cart paths depicted in dotted lines in the right-of-way.**
19. **The adjacent properties depicted with dashed lines, including:**
 - a. The names of contiguous subdivisions including lot layout.
 - b. The owner, acreage, zoning and legal identification of undivided tracts.

20. **The existing conditions, including:**
 - a. The location, name and description of all existing or recorded streets, alleys, reservations, easements or other public rights-of-way within the subdivision, intersecting or contiguous to its boundaries.
 - b. The location, name and description of all existing or recorded lots, parks, public areas, permanent structures and other sites within or contiguous to the subdivision.
 - c. The location of all hardwood trees 6" and larger in diameter and Texas Madrones of any size.
 - d. The location of existing drainage easements, storm sewers, culverts and watercourses.
21. **The topography with two (2) foot contour intervals using MSL datum.**
22. **The source of the topo datum.**
23. **Slope map with net site area and proposed impervious cover calculations.**
24. **The 100-year floodplain or a note stating that no portion of the plat lies within the 100-year floodplain.**
25. **The labeled waterways, including any required buffer zones.**
26. **The Critical Environmental Features and related buffer zones.**
27. **Certification by a registered professional engineer.**
28. **Certification by a registered surveyor.**

After all comments have been satisfactorily addressed, one (1) 24"x36" copy, seventeen (17) 11"x17" folded copies and a CD of pdf files of the Preliminary Plan must be submitted for Zoning and Planning Commission and City Council consideration. After City Council approval, one (1) 24"x36" set and a CD of pdf and dwg files with the ZAPCO and City Council approval dates on the cover sheet shall be submitted to the City