

## **SITE DEVELOPMENT & SMALL PROJECT 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. Construction cost estimate and 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.

**\* The estimated construction cost shall include all improvements called for in the construction plan set, except for water/wastewater. That includes, but is not limited to, erosion controls/tree protection, excavation, grading (including retaining walls), drainage/storm sewer, water quality and detention ponds, streets, sidewalks, driveways/aisles, parking lots, and landscaping. A spread sheet showing the breakdown of the construction cost estimate shall be submitted with your application for our review. 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 summary of development (including impact on adjacent land uses, traffic generation, etc.).
3. The existing and proposed percentage of impervious cover on site.
4. Description of type of proposed water quality treatment.

#### **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 TxDOT and/or Travis County regarding proposed street or driveway connections (if applicable).**

- E. **Letter from the Postmaster approving the location of the proposed mail kiosk.**
- F. **A copy of the deed**
- G. **Engineer's and Drainage Report, to include:**
  - 1. A phasing plan, (if applicable).
  - 2. The description of the existing topography, geologic, soil, and vegetation characteristics.
  - 3. A general description of the proposed changes to the site.
  - 4. A general description of the erosion control measures to be utilized.
  - 5. The general sequencing of construction.
  - 6. The description and calculation of all impervious cover on the site.
  - 7. All drainage calculations, drainage methodology and hydrographs per the City of Austin's Drainage Criteria Manual.
  - 8. Drainage area maps, storm sewers description, etc.
  - 9. Registered Professional Engineer's Seal.
- H. **All easements and other legal documents.**
- I. **A copy of the proposed Storm Water Pollution Prevention Plan (SWPPP).**

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

**A. Cover sheet shall include:**

- 1. The title of the subdivision/project.
- 2. The address of the site.
- 3. A location map.
- 4. The date.
- 5. The legal description of the property.
- 6. Existing and proposed zoning of the property.
- 7. An index with sequencing of all sheets.
- 8. A revision/correction block.
- 9. The name, address, phone number and fax number of the owner.
- 10. The name, phone number and fax number of the owner's representatives responsible for plan alterations.
- 11. The Engineer's Responsibility note.
- 12. The Engineer's certification.
- 13. The Owner's certification.
- 14. The name of the watershed in which the site is located.
- 15. A floodplain note.
- 16. TxDOT and Travis County TNR permit numbers (if applicable).
- 17. The description and date of variances and/or waivers granted by the City of Lakeway.
- 18. A line for the Site Development/Small Project permit number.
- 19. Signature blocks for Code Official, City Engineer, Fire Department (Lake Travis Fire Rescue), Water/Wastewater Provider, and Travis County TNR (if applicable).

**B. General Notes and Specifications sheet shall include:**

- 1. The City's general notes.
- 2. Any required Fire Department and Utility notes.
- 3. Construction specifications.

**C. Recorded Plat**

**D. Existing Conditions sheet shall include:**

1. The surveyor's certification.
2. The benchmark to mean sea level (MSL).
3. The bearings/distances on property lines.
4. The site acreage.
5. The road names with pavement width and R.O.W.
6. The current zoning for the site and all adjacent sites.
7. One foot contours, a minimum of 50-feet beyond all site boundaries.
8. All drainage features, culverts, storm sewers, etc. on or within 50-feet of all site boundaries, with size, grades and flow line elevations.
9. The delineation of each waterway.
10. The delineation of any Buffer Zones.
11. The limits of the 100-year floodplain, based on existing channel conditions, of all creeks and major drainage channels prior to any alteration of land assuming fully developed watershed condition.
12. The location of all Critical Environmental Features and related Buffer Zones.
13. The location of all hardwood trees 6-inches and larger in diameter and Texas Madrones of any size. Provide a tree table listing the tree number, species and size and designate which trees are to remain and which are proposed for removal.
14. The location of existing sidewalks, fences, driveways, buildings (including overhangs), access roads, septic tanks and fields, etc.
15. All existing utilities.
16. All existing driveways on both sides of the street(s) on which the project abuts, for a distance of 150-feet from the project in each direction.
17. The location and dimensions of all easements and setbacks as outlined in the subdivision plats and by separate instrument, deed restrictions and this ordinance.
18. The location, type, acreage, and percentage of existing impervious cover.

**E. Slope Map sheet shall include:**

1. Minimum 2-foot contours to MSL.
2. All proposed site improvements (screened in the background).
3. Slopes of 0-15%, 15%-25%, 25%-35%, and >35% delineated on drawing (calculated using a maximum of 2-foot intervals). Make sure each category is distinguishable from the other.
4. A table showing Net Site Area calculations.
5. A table showing existing and proposed impervious cover calculations by item (i.e. building, parking, sidewalk, etc.).
6. The spoils area.
7. The contractor staging area.
8. The proposed wastewater disposal area (if septic).

**F. Erosion and Sedimentation Control/Tree Protection sheet shall include:**

1. All proposed site improvements as shown on the site plan (without text).
2. Existing and proposed contours in different, legible linetypes.
3. All utility lines (existing and proposed).
4. The limits of construction (LOC) with a note that states orange construction fencing shall be installed where the LOC is shown.
5. All proposed erosion/sedimentation controls. Include a note that states additional environmental controls may be required by the City as construction progresses.
6. A tree table (tree number, species, size and whether it is to remain or be removed).
7. All proposed tree protection. Submit a tree removal application for any hardwood tree 16-inches or greater that is proposed to be removed (approval is not guaranteed).

8. The stabilized construction entrances, showing length and width.
9. The proposed spoils area and estimated quantity of soil to be disposed.
10. The contractor staging area.
11. All Critical Environmental Features (CEF's) and the required buffer zone.
12. The location of any Buffer Zone.
13. The limits of the current 100-year floodplain or a note that states no portion of the property is within the 100-year floodplain.

**G. Site Plan sheets shall include:**

1. The delineation of jurisdictional boundaries (city limits and ETJ).
2. Owner, acreage, zoning and legal description of adjacent properties.
3. Label adjacent street names, widths and right-of-way widths.
4. Show required building setbacks and PUE's.
5. The limits of the 100-year floodplain or a note that states none exists on site.
6. The locations of any Critical Environmental Features and the required buffer zone.
7. The locations of any Buffer Zone.
8. The limits of construction.
9. The corners of building overhangs tied to the property lines.
10. All proposed entrances/exits to the building. Include sidewalks, accessible ramps and stairs with railing.
11. The square footage and finish floor elevations of all buildings.
12. The wastewater disposal area (if septic).
13. The detention and water quality ponds.
14. Retaining walls.
15. The locations and screening details for the electrical transformer, air conditioning units and trash dumpster. These items may not encroach into the building setback.
16. Any proposed propane tank with screening.
17. The existing and proposed fire hydrants and fire lanes.
18. The location of any proposed signage.
19. The location of the mail kiosk.
20. Label all curb radii.
21. The driveway drains/grates.
22. The location of parking spaces (including handicapped) and loading zones. Provide a parking calculation table showing required parking and provided parking.
23. A table showing net site area calculations.
24. A table showing existing and proposed impervious cover.
25. All existing and proposed easements.
26. Any required landscape buffer.
27. Location of proposed lighting.
28. Compliance with the Americans with Disabilities Act (ADA).

**H. Grading Plan sheet shall include:**

1. All site improvements as shown on the site plan.
2. Provide a note that states slopes greater than 2:1 shall be structurally stabilized unless otherwise approved by the City Engineer.
3. Include a note that states all exposed concrete must be faced with stone, stucco or other material approved by the City.
4. Existing and proposed contours. One foot contours and necessary spot elevations (particularly on corners of driveways, parking lots and handicap parking areas).
5. A note that states safety railing will be provided for all retaining walls/ponds with vertical elevation changes from 30-inches up to 6-feet. Any elevation difference 6-feet and greater must have a guardrail (wrought iron fence).

6. Storm sewers.
7. The inlet capacity, flow lines, top of grate, and flow rates.
8. The ponds with piping and control flow line elevations.
9. Driveway drains/grates.
10. Label all curb radii.
11. Location of all hardwood trees 6-inches and greater.
12. The limits of the 100-year floodplain or a note that states none exists on site.
13. The locations of any Critical Environmental Features and the required buffer zone.
14. The locations of any Buffer Zone.
15. Identify all proposed fill areas and all cut slopes and provide top of wall and bottom of wall elevations for all walls. Submit a waiver request for any cut/fill that exceeds 6-feet. Submit a variance application for any cut/fill that exceeds 12-feet.
16. Compliance with the Americans with Disabilities Act (ADA).

**I. Drainage Plan sheet shall include:**

1. Off-site drainage area map.
2. An existing and proposed on-site drainage basin map.
3. Existing and proposed contours.
4. The location, size and flow line of all existing drainage structures adjacent to the project.
5. Driveway drains/grates.
6. The size in acres, C, I,  $T_C$ , and  $Q_{100}$  for each specific drainage area.
7. Proposed storm sewer system layout showing the size, material, slope and calculations for  $Q_{100}$ ,  $V_{100}$  and  $d_{100}$  for all storm sewers, channels and culverts.
8. Provide cross-sections for any open channel flow.
9. Proposed rip-rap for storm outfalls.
10. The contributing area to the water quality pond.
11. The flow rate calculations for on-site detention and water quality ponds.
12. The wastewater disposal areas (if septic).
13. All existing and proposed drainage easements.
14. HEC analysis for all drainage ways with a contributing area or 62 acres or more.
15. The existing and proposed 100-year floodplains for all waterways.

**J. Utility Plan sheets shall include:**

1. All site improvements as shown on the site plan.
2. Existing and proposed contours.
3. The existing and proposed utility lines for water, wastewater, electric and telephone with pipe sizes, material, grades and elevations. No overhead lines are allowed without prior approval.
4. All existing and proposed easements.
5. The locations of all power poles and guy wires. No new power poles are allowed without prior approval.
6. The locations of all existing and proposed meters and pedestals.
7. The existing and proposed fire hydrants.
8. If septic, show the location of wastewater disposal areas and include OSSF plans. Include approved permit from either LCRA or Travis County.
9. The locations of backflow preventers.
10. A note stating that all on-site utility materials and work shall conform to the current plumbing code.

**K. Lighting Plan sheets shall include:**

1. All site improvements as shown on the site plan.

2. Approximate range of illumination for each proposed light. Lighting may not cross property lines.
3. All lighting shall be hooded and project downward.
4. Proposed conduits for wiring of lights.
5. Typical details, including pole height, hooded light fixture and foot-candle emission.
6. Plan sheet must be certified.

**L. Detention/Water Quality Pond sheets shall include:**

1. A drainage area map.
2. All existing and proposed easements. Ponds may not encroach into PUE's.
3. Proposed pond location.
4. Proposed grading.
5. Location of existing trees.
6. Water surface elevations shown on all sections.
7. Access drive for maintenance.
8. Proposed rip-rap for pond outfalls.
9. A cross-section of the proposed ponds, as necessary, to depict all design features (splitter box, weirs, etc.).
10. Runoff/capture calculations.
11. A summary table of supportive calculations for hydrology, hydraulics, control outlet structures, etc.
12. Pond volume tables.
13. Label top of clean out elevations (at least one must be accessible for cleaning when the pond is full).
14. The specifications on the proposed water quality basin materials.
15. Construction details.
16. All exposed concrete must be faced with stone, stucco or other material approved by the City.
17. Landscape plan to screen ponds from adjacent properties.
18. Show proposed fencing (include a detail).

**M. Landscape Plan sheets shall include:**

1. All site improvements as shown on the site plan (without text).
2. All disturbed areas shall be revegetated to the hard surface of the street. Provide a note that states sod or specialized turf reinforcement matting shall be required for slopes from 4:1 to 2:1. Slopes greater than 2:1 shall be structurally stabilized unless otherwise approved by the City Engineer.
3. Existing and proposed contours.
4. The location of proposed trees, shrubs and grass. A minimum 5-foot deep landscaping area shall abut the front and at least 12-feet down the sides of the building.
5. All parking islands shall have a tree.
6. A table showing required and provided landscaping. Include a symbol, abbreviation, size, quantity and description of proposed landscaping.
7. A table showing credit for existing trees (if applicable).
8. Off-street parking areas and ponds must be screened from adjacent properties with dense vegetation.
9. The location of any proposed signage (with minimum 120 ft<sup>2</sup> of landscaping at base).
10. The location of any proposed lighting.
11. The landscape notes.
12. Installation details.
13. Plan sheet must be certified.

**N. Irrigation Plan sheets shall include:**

1. All site improvements as shown on the site plan (without text).
2. Location and type of each sprinkler head (use of a legend is acceptable). Irrigation heads are not allowed within the right-of-way but heads should be designed to irrigate the right-of-way.
3. The size of all lines.
4. The pattern of each sprinkler head.
5. Location of the controller.
6. Location of all valves.
7. Location and size of water meters and backflow preventers.
8. Irrigation notes.
9. Details and specifications on all system components.
10. Must be sealed by a licensed irrigator.

**O. Propane Gas sheets shall include:**

1. Location, dimension and volume of tank.
2. Gas line locations.
3. Existing and proposed easements.
4. Underground utility, paving and drainage improvements.
5. Screening and landscaping.
6. Grading.
7. Approval/applicable permits from the Texas Railroad Commission.

**P. Construction Detail sheets shall include:**

1. All items of construction, including structural walls in excess of 4-feet in height.