



Town of Westlake Civil Plans Review Checklist

Project Name/Address: _____ Issue Date: _____

Reviewed by: _____ Date: _____

Check boxes where applicable.

CONSTRUCTION PLANS CONTENTS:

- Sheet sizes are 24"x36"
- Cover sheet
- Final Plat
- Topographic Survey
- Site Plan
- Demolition Plan (if applicable)
- Utility Plan
- Drainage Area Map and Calculations
- Paving Plan & Profile Sheets
- Storm Drain Plan & Profile Sheets
- Grading Plan
- Water & Sewer Layout
- Water line profiles
- Sewer line profiles
- Detail Sheets
- Erosion Control Plan
- Traffic Control Plan
- Landscape/Irrigation Plan
- Tree Survey
- Tree Protection Plan
- Lighting Plan

TITLE BLOCKS ON ALL SHEETS:

- Legal Description
- Project Title
- Sheet Title
- Sheet Number
- Engineer's Seal, Signature & Date



COVER SHEET:

- Title of Plans (if different than legal)
- Legal Description of Development
- "Town of Westlake, Texas"
- Westlake Town Seal
- Council Members
- Location Map
- Engineer, Surveyor, Owner Information
- Sheet Index
- Title Vertical (along right edge)
- Date
- Town Approval Signature Block

PLAT:

- Proposed Plat or Plat of Record

SITE PLAN (DIMENSION CONTROL):

- Proposed buildings (sf)
- Setbacks/buffer zones
- Easements
- Curb and/or edge of pavement
- Driveways (existing and proposed)
- Drive aisles (24' min. for 2-way)
- North arrow and scale
- Sidewalks
- Parking spaces/islands
- Signs
- Construction notes
- Data table
 - Building areas (sf)
 - Lot area (acres)
 - Total build area (sf)
 - Required parking
 - Provided parking
- Legend

Shown but no dimensioned:



- Fire hydrants
- Manholes
- Storm drain inlets and headwalls
- Proposed retention/detention

Do not show:

- Contours and spot elevations
- Storm drain pipes
- Other utilities
- Demolition

UTILITY PLAN (EXISTING & PROPOSED):

- Easement / Lot / ROW lines
- Proposed buildings
- Proposed retention/detention
- Proposed Duct Bank
- Water line locations and sizes
- Water line stationing (proposed only)
- Water line fittings (proposed only)
- Water services and sizes
- Fire hydrants
- Fire hydrant coverage radii
- Fire department connections
- Fire protection lines
- Sewer line locations and sizes
- Sewer line stationing (proposed only)
- Sewer services and sizes
- Storm drain pipes, culverts and inlets
- Storm drain manholes and headwalls
- Manholes
- Cleanouts
- North arrow and scale

Shown but not dimensioned:

- Edge of pavement / back of curb lines
- Existing and proposed channels
- Street / parking lot /islands
- Contours
- Spot elevations

Do not show:



- Drainage notes
- Drainage calculations
- Site plan dimensions

DRAINAGE AREA MAP:

- Existing and proposed drainage areas
- Existing and proposed contours
- Proposed spot elevations
- Flow arrows (perpendicular to contours)
- Drainage area designations
- Existing storm drain pipes and culverts
- Proposed storm drain pipes and culverts
- Storm drain manholes, inlets, & headwalls
- Proposed buildings
- Existing buildings to remain
- Existing and proposed channels
- North arrow and scale
- Benchmark

Shown but not dimensioned:

- Easement / Lot / ROW lines
- Buildings
- Street / Parking lot / Islands
- Storm drain pipe, inlets and headwalls

Do not show:

- Site plan dimensions
- Fire hydrants
- Water lines
- Water services
- Water valves
- Manholes / cleanouts
- Sewer lines
- Other utilities

DRAINAGE AREA CALCULATIONS:

- Watershed calculations for 5, 10, 25, 50 and 100 year storms to design points and cumulative
- Design points
- Drainage areas (acres)



- Times of concentration (min.)
- Runoff coefficients
- Intensities (inches/hour)
- Runoff quantities (cfs)
- General notes

HYDRAULIC CALCULATIONS:

- Design points for 5, 10, 25, 50 and 100 year storms
- Pipe lengths
- Drainage areas (acres)
- Coefficient of runoff
- Times of concentration
- Design storm frequency
- Rainfall intensities
- Design discharges
- Pipe sizes
- Velocities – upstream and downstream
- Head losses (min of 0.2 ft)
- Loss coefficients
- Frictional gradients
- Five year HGL – upstream and downstream
- Inlet calculations for design storm
- Gutter capacity
- Inlet type and size
- Approach slope
- Runoff intercepted (cfs)
- Bypass flow
- Street and ROW capacity

GRADING PLAN:

- Existing and proposed contours
- Proposed buildings
- Proposed spot elevations
 - Sidewalk, curb, pavement, wall
- Proposed finished floor elevations
- Proposed finished grade elevations
- Benchmarks
- Buffers/setbacks/easements



- North arrow and scale
- General notes

Shown but not dimensioned:

- Proposed retention/detention
- Lot and ROW lines
- Existing buildings to remain
- Streets / parking lots / islands
- Storm drain inlets and headwalls
- Existing and proposed channels
- Water valves
- Fire hydrants
- Sidewalks
- Manholes
- Power poles
- Street lights
- Signs

Do not show:

- Buildings to be demolished
- Site plan dimensions
- Drainage notes
- Drainage calculations
- Water or sewer services
- Water meters

PAVING PLAN AND PROFILES:

Plan View:

- Back of curb / ROW lines
- ROW / pavement widths
- Driveways/medians/islands
- Centerlines
- Stationing
- Alignment data (bearings, distances, curve data, etc.)
- Intersection/curb return radii
- Easements
- Property lines
- Sidewalks
- Curb inlets
- Manholes



- Construction notes
- Benchmarks
- North arrow and scale

Profile:

- Existing left and right ROW elevations
- Existing centerline elevation
- Proposed top of curb elevations on 50 ft intervals
- Curb return and PI elevations
- Stationing
- Vertical alignment data (VPI's, VPC's, VPT's, etc.)
- Construction notes

Do not show:

- Storm drain lines
- Water lines
- Sewer lines
- Other utilities
- Contours
- Spot elevations
- Water and sewer services

WATER LINE PROFILES (12" OR LARGER):

- Top and bottom of pipe
- Existing and proposed surface elevations at centerline
- Pipe size and material
- Stationing
- Vertical alignment data
- Utilities and storm drain crossings
- Top of pipe elevations (50 ft intervals)
- Fittings
- Valves
- Scale

SEWER LINE PROFILES:

- Top and bottom of pipe
- Existing and proposed surface elevations at centerline
- Pipe length, size, material and slope
- Stationing
- Vertical alignment data



- Utilities and storm drain crossings
- Flowline elevations (50 ft intervals)
- Manholes
- Manhole rim elevations
- Manhole flowline elevations

STORM DRAIN PLAN AND PROFILES:

Plan View:

- Pipe locations
- ROW/Back of curb lines
- Centerline
- Stationing
- Alignment data
- Easement / Property Lines
- Curb inlets and sizes
- Manholes and sizes
- Pipe sizes
- Fittings
- Construction notes
- Benchmarks
- North arrow and scale

Profile:

- Top and bottom of pipe
- Pipe length, size, material and slope
- Existing and proposed surface elevations at centerline
- Flowline elevations (50 ft intervals)
- Top of curb elevations
- Stationing
- Vertical alignment data
- Curb inlets and manholes
- Utilities and storm drain crossings
- Manholes
- Manhole rim elevations
- Manhole flowline elevations
- Hydraulic grade line for design storm
- Construction notes

Shown but not dimensioned:

- Driveways / intersections



- Sidewalks
- Water lines
- Sewer lines
- Water and sewer services
- Other utilities

Do not show:

- Contours
- Drainage calculations
- Site plan dimension
- Buildings and utilities to be demolished

DETAILS:

- Details copied from Town Engineering Standards
- Erosion Control
- Water
- Sewer
- Storm Drainage
- Miscellaneous