



Construction Plan Review Checklist

Planning and Development | Public Works

Project Name: _____

Address: _____

Project #: _____ Date: _____

Check boxes where applicable. Checklists are to be filled out by the applicant and submitted with the plan sets.

INITIAL SUBMITTAL REQUIREMENTS

- One (1) digital (.pdf format)
- Construction Plans Application
- Application Fees
- Geotechnical Report
- Additional Final Engineering Reports requested

CONSTRUCTION PLANS CONTENTS

- | | |
|--|---|
| <input type="checkbox"/> Cover sheet | <input type="checkbox"/> Grading Plan |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Erosion Control Plan |
| <input type="checkbox"/> General Notes | <input type="checkbox"/> Water & Sewer Layout |
| <input type="checkbox"/> Topographic Survey | <input type="checkbox"/> Water line profiles |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Sewer line profiles |
| <input type="checkbox"/> Demolition Plan (if applicable) | <input type="checkbox"/> Construction Detail Sheets |
| <input type="checkbox"/> Utility Plan / Ductbank Plan | <input type="checkbox"/> Traffic Control Plan |
| <input type="checkbox"/> Drainage Area Map and
Calculations | <input type="checkbox"/> Landscape / Irrigation Plan |
| <input type="checkbox"/> Paving Plan & Profile Sheets | <input type="checkbox"/> Tree Survey / Tree Protection Plan |
| <input type="checkbox"/> Storm Drain Plan & Profile Sheets | <input type="checkbox"/> Outdoor / Street Lighting Plan |
| | <input type="checkbox"/> Street Sign Plan |



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TITLE BLOCKS ON ALL SHEETS

- Engineer's Seal, Signature & Date
 - Legal Description
 - Project Title
 - Sheet Numbers
 - Sheet Title
 - Revision Table noting town comments
-

COVER SHEET

- Date
 - Engineer, Surveyor, Owner Information (name, address, phone)
 - Legal Description of Development
 - Location/Vicinity Map
 - Project Name
 - Sheet Index
 - Title of Plans (if different than legal)
 - Title Vertical (along right edge)
 - Town Approval Signature Block
 - Town of Westlake, Tarrant or Denton County, Texas
 - Westlake Town Logo
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PLAT OF RECORD

- Proposed Plat or Plat of Record
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SITE PLAN (DIMENSION CONTROL)

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

Shown but not dimensioned:

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

Do not show:

- Contours and spot elevations
- Demolition
- Other utilities
- Storm drainpipes



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UTILITY PLAN / DUCTBANK PLAN (EXISTING & PROPOSED)

- North arrow and scale
- Vicinity Map
- Key Map

Water:

- Fire department connections
- Fire hydrant coverage radii
- Fire hydrants
- Fire protection lines
- Water line fittings (proposed only)
- Water line locations and sizes
- Water line stationing (proposed only)
- Water services and sizes

Sewer:

- Cleanouts
- Manholes
- Sewer line locations and sizes
- Sewer line stationing (proposed only)
- Sewer services and sizes

Ductbank Plan:

- Conduit line locations and size
- Ductbank station (proposed only)
- Pull box locations
- Pedestal locations
- Transformer locations
- Hand hole w/ single or double services locations
- Location detail
- Ductbank details



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Shown but not dimensioned:

- Easement / Lot / ROW lines
 - Edge of pavement / back of curb lines
 - Existing and proposed channels
 - Other utilities
 - Proposed buildings
 - Storm drain manholes and headwalls
 - Storm drain pipes, culverts and inlets
 - Street / parking lot / islands
-

Do not show:

- Contours
- Drainage calculations
- Drainage notes
- Site plan dimensions
- Spot elevations



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DRAINAGE AREA MAP

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

Shown but not dimensioned:

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

Do not show:

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



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DRAINAGE AREA CALCULATIONS

- Design points
 - Drainage areas (acres)
 - General notes
 - Intensities (inches/hour)
 - Runoff coefficients
 - Runoff quantities (cfs)
 - Times of concentration (min.)
 - Watershed calculations for 5, 10, 25, 50 and 100 year storms to design points and cumulative
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HYDRAULIC CALCULATIONS

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



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GRADING PLAN

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

Shown but not dimensioned:

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

Do not show:

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



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PAVING PLAN AND PROFILES

Plan View:

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

Profile:

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

Do not show:

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



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WATER LINE PROFILES (12" OR LARGER)

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

SEWER LINE PROFILES

- Existing and proposed surface elevations at centerline
- Flowline elevations (50 ft intervals)
- Manhole flowline elevations
- Manhole rim elevations
- Manholes
- Pipe length, size, material and slope
- Stationing
- Top and bottom of pipe
- Utilities and storm drain crossings
- Vertical alignment data



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STORM DRAIN PLAN AND PROFILES

Plan View:

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

Profile:

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

Shown but not dimensioned:

- Driveways / intersections
- Other utilities
- Sewer lines
- Sidewalks
- Water and sewer services
- Water lines

Do not show:

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



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DETAILS

- Details copied from Town Engineering Standards
 - Erosion Control
 - Miscellaneous
 - Sewer
 - Storm Drainage
 - Water
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OUTDOOR / STREET LIGHTING PLAN

- A site plan of the proposed fixture locations
 - Conduit runs, ground boxes, etc...
 - Conduit and cable summary
 - QTO table
- Street light details
- The luminous area for each proposed light source with photometrics in foot-candle measurement
- The average lighting level of the development
- The lamp type and height of the light fixture or of the light source above grade
- The type of illumination
- The cut-off angles of each fixtures
- The number of lumens and wattage of each fixture
- Color correlated temperature of each fixture measured in Kelvins