

COMMERCIAL CHECKLIST
FOR
CIVIL REVIEW

Initial Review:

- ☐ Seal & Signature on all pages
- ☐ Firm TBPE Registration Number
- ☐ Name of Project
- ☐ Address of Project
- ☐ Project Location
- ☐ Site Plan
- ☐ Drainage Plan
- ☐ Utility Plan
- ☐ ESC Plan and/or SWPPP
- ☐ Landscape Plan
- ☐ Public Improvements Accepted

Site Plan:

- ☐ Seal & Signature
- ☐ Lot & block number
- ☐ Platted Boundaries
- ☐ Scale & north arrow
- ☐ Current zoning
- ☐ All setbacks
- ☐ Typical Parking Space Dimensions
- ☐ Parking Calculations
- ☐ Garbage dumpster location with a concrete pad
- ☐ Total area of lot and building
- ☐ All easements on the lot
- ☐ Location of curbs
- ☐ Location of storm sewers
- ☐ Location of on-premise signs
- ☐ Location of light-poles
- ☐ Location of adjacent street and public right-of-way lines
- ☐ Location of edge of roadway
- ☐ Parking layout
- ☐ Finished floor elevations
- ☐ City topographic contours
- ☐ Name, address, and phone number of the those responsible for project
- ☐ Sidewalks
- ☐ Drive Aisle Dimensions
- ☐ Driveway Spacing and Dimensions
- ☐ Driveway Radius Dimensions
- ☐ Fire lane locations and markings
- ☐ Fire Department turn-around
- ☐ Screening
- ☐ Bufferyards/Zoning

- ☐ Handicaps Spaces
- ☐ Retaining Walls

Drainage Plan:

- ☐ Seal & Signature
- ☐ Existing Hydrology
- ☐ Proposed Hydrology
- ☐ Drainage sub-areas
- ☐ Pipe Slopes
- ☐ Inlets
- ☐ Post-Construction Stormwater BMPs

Utility Plan:

- ☐ Seal & Signature
- ☐ Overall Layout
- ☐ City Tap or 3-way contract proposed
- ☐ Taps in TxDOT ROW
- ☐ Fireline DDC Vault located properly
- ☐ Correct Valve Placements
- ☐ Manholes necessary or not?
- ☐ Proper slope on sewer service
- ☐ Sewer Tap Correct
- ☐ Water Tap Correct
- ☐ Fire Hydrant Presence & Spacing
- ☐ Yes ☐ No TxDOT Permit Required
- ☐ Yes ☐ No County Permit Required

Misc:

- ☐ Existing Easements
- ☐ Platted Subdivision
- ☐ Zoning Appropriate
- ☐ Floodplain & Floodway present
- ☐ For Curb & Gutter Construction due to Substandard Street, is proposed curb & gutter straight with ROW? Are dimensions shown appropriately?
- ☐ Yes ☐ No Traffic Impact Analysis Required