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PFLUGERVILLE
T E X A S

UNIFIED DEVELOPMENT CODE SUPPLEMENTAL SCHEDULE

APPENDIX A: PLANNING & ENGINEERING DEVELOPMENT APPLICATIONS

DEVELOPMENT SERVICES CENTER

PLANNING – ENGINEERING – BUILDING

UPDATED: MAY 28, 2015



PRE-APPLICATION CONFERENCE (PAC) REQUEST FORM

A Pre-Application Conference (PAC) is required before submitting a development related application to the City of Pflugerville. PAC's are held at the Development Services Center at 201-B East Pecan Street every **Tuesday** and **Thursday** between the hours of 9 am and 11am in 1 hour increments. In order to better serve you, please complete this form email it to planning@pflugervilletx.gov. Upon receipt, we will contact you to coordinate an appropriate time.

Requested PAC Date: _____ Preferred Time: _____

Requester's Name: _____ Phone Number: _____

Email Address: _____

Project Address or location: _____

Project Type: (retail, multi-family, single-family, restaurant, etc.): _____

I have specific questions related to:

☐ Subdivision platting ☐ Site development ☐ Zoning/land use ☐ Utilities/Infrastructure

Other: _____

Please also provide the following information:

☐ List of people who will attend and their responsibilities

☐ List of specific questions

☐ Description of the proposed project

☐ Proposed conceptual site plan or other graphic information depicting the proposal

I hereby agree that the meeting and discussions requested are for informational purposes only and are not intended to be an application for a permit or presentation of a plan for development to the City. At this time I am not making an application or requires for provision of services on the part of the City, or seeking a commitment by the City of Pflugerville or agreement for services or improvements (including, but not limited to water, sewer, roadways, drainage).

Name (print)

Signature

Date

ZONING APPLICATION

Name of Project: _____

Street Address (if known) or General Location: _____

Applicant

Name: _____

Organization: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Signature: _____

Please check one:

☐ **Rezoning**

☐ **PUD**

☐ **SPECIFIC USE PERMIT**

☐ **TEXT AMENDMENT**

Property Description:

Subdivision: _____ Section & Phase: _____

Legal Description: _____

Tract Lot Block Unit

Dimensions of Lot: _____

Frontage Depth Square Feet

Parcel ID: (6 digits) _____ Rezoning From: _____ To: _____

Present Land Use: _____ Proposed Land Use: _____

Existing Building on Property? _____ Yes _____ No S.F of Building: _____

To Be Completed By Staff:

Case Name: _____ Case Manager: _____

Date Received: _____ Received by: _____

PH Notice to Pflag: _____ PH Notice appears in Pflag: _____

P&Z Meeting Date: _____ City Council Meeting Date: _____

CC 2nd Reading: _____ (PUD) Parks & Rec. Meeting Date: _____

SUBMITTAL REQUIREMENTS

Filing Fee: \$ _____ + \$15.00 Tech Fee = \$ _____

Submittal Requirements:

- _____ 1. Completed application with all required contact information.
- _____ 2. A letter addressed to the Planning and Zoning Commission and City Council explaining the request.
- _____ 3. A survey of the subject property with a full legal description.
- _____ 4. A **PUD**, at a minimum, shall include plans and documentation that address the following:

<u>Land Use and Lot Sizes</u> <ul style="list-style-type: none"> · Permitted/prohibited uses · Density · Minimum lot size and dimensions 	<u>Site Development</u> <ul style="list-style-type: none"> · Parking with ratios · Access and circulation · Setbacks · Building height · Impervious cover and maximum lot coverage · Architectural design
<u>Landscaping and Area</u> <ul style="list-style-type: none"> · Trees and conservation (Tree Survey Required) · Minimum requirements and type 	<u>Public Improvements</u> <ul style="list-style-type: none"> · Street layout and design · Utility service and infrastructure · Drainage · Hike and bike trails and public sidewalks · Parkland and open space · Maintenance responsibilities and agreements

FEE SCHEDULE

Rezoning (except for Planned Unit Development Districts)

5 acres or less	\$500.00
> 5 acres – 10 acres	\$1,000.00
> 10 acres	\$2,500.00

Rezoning to Planned Unit Development (PUD)

Minimum size waiver request	\$50.00
<50 acres	\$2,500.00
>50 acres	\$5,000.00
Amendment to existing ALUR	\$1,000.00

Specific Use Permit

5 acres or less	\$750.00
> 5 acres – 10 acres	\$1,250.00
> 10 acres	\$2,500.00

Text Amendment Application

\$500.00

CONSENT OF PROPERTY OWNER

Project Name: _____

Property Owner Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ Title: _____

By signing this form, the owner of the property authorizes the City of Pflugerville to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application; the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

THE STATE OF _____:

: KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____:

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, _____.

Notary Public's Signature

My Commission Expires: _____

APPLICANT'S AFFIDAVIT

Project Name: _____

I, _____, certify that I have read this form thoroughly and the information included in this supplemental application form is a true representation of the permit applications submitted to date that are associated with the current application or this application is not one in a series of permits as defined by Chapter 245 of the Texas Local Government Code.

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Signature: _____

THE STATE OF _____:

: KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____:

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, _____.

Notary Public's Signature

My Commission Expires: _____

2015 REVIEW SCHEDULE

Zoning Change Request			
Filing Deadline	P&Z Public Hearing*	CC Public Hearing & 1st Reading*	City Council 2nd Reading*
12/1/2014	1/5/2015	1/13/2015	1/27/2015
12/29/2014	2/2/2015	2/10/2015	2/24/2015
1/26/2015	3/2/2015	3/10/2015	3/24/2015
3/2/2015	4/6/2015	4/14/2015	4/28/2015
3/30/2015	5/4/2015	5/12/2015	5/26/2015
4/27/2015	6/1/2015	6/9/2015	6/23/2015
6/15/2015	7/20/2015	7/14/2015	7/28/2015
6/29/2015	8/3/2015	8/11/2015	8/25/2015
8/17/2015	9/21/2015	9/8/2015	9/22/2015
8/31/2015	10/5/2015	10/13/2015	10/27/2015
9/28/2015	11/2/2015	11/10/2015	11/24/2015
11/2/2015	12/7/2015	12/8/2015	12/22/2015
11/30/2015	1/4/2016	1/12/2016	1/26/2016
Completed applications must be submitted by 12:00 Noon on the submittal deadline date. All applications received prior to this date, but after the previous deadline date, shall use this as the date of official submittal. If the filing deadline falls on a holiday, the application must be turned in by Noon on the Friday before the holiday.			
*This schedule does not apply to requests for Planned Unit Developments (PUD) or Specific Use Permits. That schedule is determined by the case manager based on the complexity of the request.			

TEMPORARY USE APPLICATION

Contact Person: _____ Title: _____

Preferable method of contact: (i.e. email, phone) _____

Application Information

Name of Business: _____

Business Owner's Name: _____

Address: _____ City, State, Zip: _____

Description of Vehicle: _____

(If Applicable) License # State Vehicle Year Make Model Color Style

Vehicle Owner:

(If Applicable) Name Address City, State, Zip

Temporary Location of Business: _____

Days & hours of Operation: _____

Time Duration: Start Day: _____ of Month: _____ End Day: _____ of Month _____ Year _____

Filing Fee: \$100.00 + \$15.00 Tech Fee = \$115.00

Submittal Requirements:

1. Complete Application with all required contact information.
2. Vehicle owner consent form to use vehicle. (original copy)
3. Property owner consent form to use parking lot. (original copy)
4. Initial submittal: Proof of current insurance and title.
5. Food Establishment Permit from the City of Pflugerville.
6. Copy of Texas Sales and Use Tax Permit.
7. Sketch of location on site.

To Be Completed by City Staff:

	Reviewed By:	Status:	Date:
Application submittal:	_____	_____	_____
Planning Review:	_____	_____	_____
Building Review:	_____	_____	_____
Approved:	_____	_____	_____

CONSENT OF VEHICLE OWNER

Business Name: _____

Owner Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____

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THE STATE OF _____:

: KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____:

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this ____ day of _____, _____.

Notary Public's Signature

My Commission Expires: _____

CONSENT OF PROPERTY OWNER

Project Name: _____

Property Owner Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ Title: _____

By signing this form, the owner of the property authorizes the City of Pflugerville to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application.

THE STATE OF _____:

: KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____:

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, _____.

Notary Public's Signature

My Commission Expires: _____

PRELIMINARY PLAN: SUBDIVISION APPLICATION

Name of Project: _____

General Location: _____

Primary Contact For Project:

Primary Contact Person: _____ Title: _____

Organization: _____

Phone # (office): _____ Phone # (other): _____

Mailing Address: _____

City, State, Zip: _____

Signature: (Required) _____ Email: _____

Property Description:

Legal Description: _____
(Please provide field notes as an attachment.)

Watershed: _____

Parcel ID (6 digits): _____ Zoning District: _____

Present Land Use: _____ Proposed Land Use: _____

Is a portion of property located in: _____ Floodplain _____ ETJ _____ Overlay _____ Corridor

* print N/A for non-applicable information

To Be Completed By Staff:

Case Name: _____ Case Manager: _____

Filing Deadline Date: _____ Received by: _____

Completeness Check Date: _____ P&Z Meeting Date: _____

CONTACTS

Applicant

Engineer

Name: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Signatures: (Required) _____

Previous Application History For Project

*Please identify the name and date of any approved Preliminary, Construction Plans and Final Plats for the subject property.

1. _____
2. _____
3. _____

Subdivision Variance

*A subdivision variance may be considered by P&Z in special circumstances. The following shall be provided for consideration of any such request:

- _____ 1. Filing Fee (see page 9)
- _____ 2. Signed letter of intent from owner that indicates the variance request from a specific provision(s) and the justification for the variance.

To be completed by City Staff:

Variance to Section:

CONSENT OF PROPERTY OWNER

Project Name: _____

Property Owner Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ Title: _____

By signing this form, the owner of the property authorizes the City of Pflugerville to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Pflugerville to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Pflugerville standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Pflugerville and the agent.

THE STATE OF _____:

: KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____:

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, _____.

Notary Public's Signature

My Commission Expires: _____

SUBMITTAL REQUIREMENTS

Filing Fee: # Lots _____ x \$ 30.00 + **\$15** Tech Fee = \$ _____ (minimum \$1,000)

Note: Any application requiring more than three (3) review cycles will be assessed a \$250 fee per additional review.

Submittal Requirements: Paper & Digital Copies in .pdf format Required

1. ___ **Complete application** with all required contact information and original Owner Consent Form.
2. ___ **Initial submittal: Six (6)** full size (24"x34"), Preliminary Plan sets at scale no less than 1"=200'
3. ___ One (1) - 11x17 copy of the Preliminary Plan with submittal.
4. ___ All content on the following pages listed within the **Preliminary Plan: Required Content Checklist.**
5. ___ **Engineer's Report** providing project description
6. ___ **Drainage Report**
7. ___ **Traffic Impact Analysis (TIA):** One (1) copy of the TIA if the proposed Subdivision is expected to generate 2000 or greater vehicle trips on the peak day for the proposed uses within the proposed subdivision, according to the latest edition of the Institute of Transportation Engineers' Trip Generation, a qualified professional approved by the Director with experience in traffic flow analysis shall make, prepare and sign a traffic impact analysis and certify to its completeness and accuracy. The traffic impact analysis must include the information specified in the Supplemental Schedule and must address UDC Subchapter 15. The independent variable used to calculate the number of expected trips is at the discretion of the Director.
8. ___ If a Traffic Impact Analysis (TIA) is not prepared per UDC Subchapter 15 above, a written statement indicating the assumptions and calculations used to determine that the proposed subdivision is expected to generate less than 2,000 vehicle trips.
9. ___ All Floodplain related documentation (i.e. floodplain map, CLOMR, etc.).
10. ___ A **Phase One Environmental Assessment**, meeting the ASTM E-1527 standard for all proposed public parkland.
11. ___ Applicable Travis County, Williamson County, & TxDot Permits (i.e. Driveway permit).
12. ___ **Category 1A Land Title Survey** and .pdf copies of all existing easements. (Less than 2 months old)
13. ___ A request for annexation if located in the Extraterritorial Jurisdiction.

Final Submittal: One (1) full size and one (1) 11x17, black line copies of the preliminary plan will be required.

PRELIMINARY PLAN: REQUIRED CONTENT CHECKLIST

The following identifies the required plan sheets and content requirements for a Preliminary Plan as described in Subchapter 15 of the Unified Development Code. Prior to submitting an application, please ensure each item is provided by initialing each line item and providing a signature with date at the bottom of the page. The Unified Development Code is within Chapter 157 of the Code of Ordinances, available at www.pflugervilletx.gov.

GENERAL INFORMATION	
	Initial Submittal: A minimum of six (6) full size copies of 24" x 36", no smaller than 1"=100'
	One (1), 11x17 copy of the Preliminary Plan with each submittal.
	All drawings are computer generated and do not contain hand drawn items.
	Scale, North Arrow, and Legend
	Signed and sealed by professional Engineer licensed to operate in the state of Texas
COVERSHEET	
	The words "Preliminary Plan Only - Not for Recordation" in a conspicuous area on the first sheet.
	The name of the proposed Subdivision on the first and each supplemental sheet.
	Contact Information <ul style="list-style-type: none"> <input type="checkbox"/> The name and address of current Property Owner/Subdivider <input type="checkbox"/> The name and address of the surveyor responsible for preparing the plan <input type="checkbox"/> Design Engineer <input type="checkbox"/> Utility Providers
	Revision Block with column(s) for approval by City, other jurisdictions and utility providers if applicable. Refer to the Supplemental Schedule for an example.
	A vicinity map designating the relation of the Subdivision to major streets and city limit.
	The Submittal Date of the Plan
	The Legal Description of the Plan area
	A table identifying: <ul style="list-style-type: none"> <input type="checkbox"/> Total acreage of the Plan area <input type="checkbox"/> Number of lots and acreage for each proposed land use <input type="checkbox"/> Total length, width, and acreage of each street
	2 Benchmarks per EDM (Vertical & Horizontal Coordinates - State Plane Coord. System)
	If applicable, the parkland calculation as specified in the Unified Development Code Supplemental Schedule.
	Signed and sealed registered land surveyor's statement as specified in the Supplemental Schedule.
	List all waivers, variances, property restrictions, etc.
	List all studies associated with project by title, author, and date (i.e. TIA, Water Model, Wastewater Analysis, Engineer's Report, Drainage Report, etc.).
	Provide the following note: "All responsibility for the adequacy of these plans remains with the engineer who prepared them. In reviewing these plans, the City of Pflugerville must rely on the adequacy of the work of the design engineer."

PRELIMINARY PLAN: REQUIRED CONTENT CHECKLIST

Standard plan notes as provided in the Supplemental Schedule to be placed on the coversheet.

1. **This plan lies within the City of Pflugerville full purpose jurisdiction or ETJ.**
2. Water and wastewater shall be provided by _____. No lot in this subdivision shall be occupied until connected to water and wastewater facilities.
3. A 10-ft Public Utility Easement (P.U.E.) shall be dedicated along all street frontage(s).
4. Easement(s) dedicated to the public by this plan shall also be subject to the terms and conditions of the Engineering Design Manual, **as amended**. The Grantor [property owner(s)], heirs, successors and assigns shall retain the obligation to maintain the surface of the easement property, including the obligation to regularly mow or cut back vegetation and to keep the surface of the easement property free of litter, debris, and trash.
5. No improvements including but not limited to structures, fences, or landscaping shall be allowed in a public easement, except as approved by the City.
6. The property owner shall provide access to drainage and utility easements as may be necessary and shall not prohibit access for the placement, construction, installation, replacement, repair, maintenance, relocation, removal, operation and inspection of such drainage and utility facilities, and related appurtenances.
7. *(Commercial subdivision)* A six (6) foot wide sidewalk shall be provided on both sides of the street
8. *(Residential subdivision: Applicable to lots adjacent to a Major Collector or Arterial Streets)* A six (6) foot wide sidewalk shall be provided on both sides of _____ street(s).
9. *(Residential subdivision: Applicable to lots adjacent to a Local Street and Minor Collectors)* A minimum of a 4-ft. wide public sidewalk shall be provided on both sides of _____ street(s).
10. *(Applicable to new construction of streets)* Streetlights shall be installed and in full working order with the public improvements. All streetlights shall be in conformance with all City of Pflugerville ordinances including but not limited to being downcast and full cut off type.
11. This subdivision is subject to all City of Pflugerville ordinances or technical manuals related to Tree Preservation per City **Ordinance # 1203-15-02-24** and City **Resolution # 1224-09-08-25-8A**.
12. *(Residential Subdivision)* Where applicable, the Public Parkland dedication and Park Development Fee shall be calculated at a rate required by City **Ordinance # 1203-15-02-24**.
13. *(Residential Subdivision,)* {If applicable, provide a Private Park Open Space Note and identify who owns and maintains the private park and restrictive covenants creating such funding sources for the maintenance and operation.}
14. The Community Impact Fee rate for water and wastewater will be assessed at the time of final plat.
15. On-site storm water facilities shall be provided to mitigate post-development peak runoff rates for the 2 year, 25 year and 100 year storm events.
16. All electric utility infrastructure including but not limited to telephone, cable television, electric utility lateral and service lines shall be installed in accordance with the City of Pflugerville Engineering Design Manual.

PRELIMINARY PLAN: REQUIRED CONTENT CHECKLIST

	<p>Standard plan notes as provided in the Supplemental Schedule to be placed on the coversheet.</p> <p>17. <u>The owner of this subdivision</u>, and his or her successors and assigns, assumes responsibility for plans for construction of subdivision improvements which comply with applicable codes and requirements of the City of Pflugerville.</p> <p>18. Construction plans and specifications for all subdivision improvements shall be reviewed and approved by the City of Pflugerville prior to any construction within the subdivision.</p> <p>19. <i>(Commercial Subdivisions)</i> Site development construction plans shall be reviewed and approved by the City of Pflugerville prior to any construction.</p> <p>20. <u>[A or No]</u> portion of this tract is within a flood hazard area as shown on the FEMA Flood Insurance Rate Map Panel # _____ for <u>(Name)</u> County, effective <u>(date)</u> .</p> <p>21. All proposed fences and walls adjacent to intersecting public roadway right-of-way or adjacent to private access drives shall be in compliance with the sight distance requirements of the City of Pflugerville Engineering Design Manual, <u>as amended</u>.</p> <p>22. Wastewater and water systems shall conform to TCEQ (Texas Commission on Environmental Quality) and State Board of Insurance requirements. The owner understands and acknowledges that plat vacation or re-platting may be required at the owner's sole expense if plans to develop this subdivision do not comply with such codes and requirements.</p>
"PRELIMINARY PLAN" SHEET, OR LOT/STREET CONFIGURATION SHEET(S)	
	Scale, North Arrow, Legend, and Engineer's Seal with signature and date
	Location of City limit line or ETJ boundary if either traverse or are contiguous to the proposed Subdivision.
	The boundary lines of the perimeter of the Subdivision drawn with heavy lines.
	Subdivision names, lot numbers, block numbers, existing right-of-way & easements with dimensions, and Street names within 200 feet of the boundary of the proposed Subdivision.
	The dimensions and bearings of all boundary lines of the proposed Subdivision with a tie to a corner of the original tract.
	All existing and proposed easements with dimensions and distance from lot lines, etc. Any easements filed under separate instrument must be documented on the plans and a copy of the recorded easement provided.
	All proposed street names as approved by Pflugerville 911 Addressing.
	(If applicable) Any proposed additional right-of-way dedication
	The width, depth, and area of all lots.
	The location of all benchmarks with elevations, northing and easting provided. Minimum 2 Permanent Benchmarks per EDM (Vertical & Horizontal Coordinates - State Plane Coordinate System)
	The location of all sidewalk and hike and bike trails identified with dotted lines and referenced with widths in the legend.
	Identify the proposed street locations with right-of-way widths indicated
	The proposed location of neighborhood mail box units with expanded right of way turn outs.

PRELIMINARY PLAN: REQUIRED CONTENT CHECKLIST

	Designation of any lot that is for a private or public purpose, including but not limited to proposed parkland, utilities, drainage, private amenity areas, landscape easements, and similar uses. (Provide note with ownership and maintenance responsibilities.)
	Proposed phase boundaries with the sequencing of the phases labeled. Phasing shall include a sufficient length of street as determined by the City Engineer to insure safe and efficient circulation.
	The location of the 100 and 500 year floodplain boundaries and if applicable, the limits of Zones A and AE with regulatory flood elevations identified as depicted on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and per Chapter 151.37. Add the following note, [A or No] portion of this tract is within a flood hazard area as delineated on the FEMA Flood Insurance Rate Map Panel # _____ for _(Name)_ County, effective ___(date)___."
	If applicable, the parkland calculation as specified in Supplemental Schedule
EXISTING CONDITIONS & PROPOSED GRADING PLAN SHEET	
	Scale, North Arrow, Legend, and Engineer's Seal with signature and date
	Identify existing trees with diameter, species, and condition (UDC Subchapter 12)
	Existing contour lines drawn at two foot intervals where a slope is 20% or less, and five foot intervals where a slope is greater than 20%.
	Proposed topographic contours at a maximum of two feet intervals. Differentiate existing and proposed features with line weight or color (black/gray)
	Any proposed fills, levees and channel modifications, if applicable.
	Location of existing structures, roads, driveways, sidewalks, etc.
	Existing easements with recorded document numbers
	Identify existing wastewater, water, and storm sewer lines by location, type, size, and material.
	Identify all proposed demolition within limits of construction.
WATER & WASTEWATER UTILITY PLAN & PROFILE SHEET {EDM - DG5, DG6 & UDC Sub. 15}	
	Scale, North Arrow, Legend, and Engineer's Seal with signature and date
	Existing and proposed topographic contours at a maximum of two foot intervals, scaled back
	Proposed and existing street names, lot and block numbers
	Show proposed and existing storm lines and street lights with a scaled back line type
	Delineation, location, dimensions and material of existing and proposed water and wastewater lines and appurtenances with distinguishable line types
	Water and wastewater mains extended to the border for future development on neighboring lots, sized to have sufficient capacity to serve the adjacent subdivision
	Water valves at all tees and crosses and no more than 500' apart in commercial areas and 800' apart in residential areas
	Temporary blow-off valves installed at the end of all temporary dead-end water mains
	Fire hydrants at street intersections and no farther apart than 600' in residential areas and 300' in commercial and industrial areas
	Manholes at all changes in direction, sewer line intersections and termination points of lines and no further apart than 400'

PRELIMINARY PLAN: REQUIRED CONTENT CHECKLIST

	Separation distance between water and wastewater a minimum of 9' or encasement
	Water and wastewater service lines to opposite corners of residential lots and to all non-drainage lots.
	Location of proposed street lights
	Water and wastewater service lines must be shown in line with the lot lines. Where that is not possible because of the location of a storm inlet, light pole, etc., single service lines must be used for each lot and may be offset a minimum of 4' from obstruction.
EXISTING OVERALL DRAINAGE AREA MAP AND CALCULATIONS SHEET {EDM, Section 4}	
	Scale, North Arrow, Legend, and Engineer's Seal with signature and date
	Existing topographic contours at a maximum of two feet intervals.
	The location of the 100 year floodplain boundaries and if applicable, the limits of Zones A and AE with regulatory flood elevations identified as depicted on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and per Chapter 151.37.
	Proposed and existing street names, lot and block numbers
	Location of existing drainage structures on or adjacent to property
	Label peak flow rates leaving proposed streets onto surrounding property and entering proposed streets from surrounding property for the 25-year and 100-year storm events.
	Delineate existing drainage areas including offsite contributing areas. Provide identification tags for each drainage area with number and acreage.
	Arrows indicating the general flow direction of storm water on and adjacent to property showing paths for times of concentration. Label low and high points. Label all analyses points.
	A table summarizing time of concentration calculations for each drainage area including the following information: lengths, slopes, and assumed Mannings "n" for Sheet Flow, Shallow Concentrated Flow, and Channel or Storm Drain Flow conditions.
	A table including the following information for each delineated drainage area: size in acres, Curve Number (CN), time of concentration (Tc), Lag Time, and peak flow rate (Q) for the 2-year, 25-year and 100-year storm events. List all assumptions.
	Summation of Q's at confluence points
	Reference supplementary drainage report, if applicable, by title, author, and approval date.
PROPOSED OVERALL DRAINAGE AREA MAP AND CALCULATIONS SHEET {EDM, Section 4}	
	Scale, North Arrow, Legend, and Engineer's Seal with signature and date
	Existing and proposed topographic contours at a maximum of two feet intervals.
	The location of the 100 year floodplain boundaries and if applicable, the limits of Zones A and AE with regulatory flood elevations identified as depicted on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and per Chapter 151.37.
	Proposed and existing street names, lot and block numbers
	Location of existing drainage structures on or adjacent to property
	Proposed drainage facilities (layout of storm sewer lines and culverts with designation, size of lines, pond(s), outfalls with Q's and V's labeled for 25-year and 100-year storm events).
	Label peak flow rates leaving proposed streets onto surrounding property and entering proposed streets from surrounding property for the 25-year and 100-year storm events.

PRELIMINARY PLAN: REQUIRED CONTENT CHECKLIST

	Delineate proposed overall drainage areas including offsite contributing areas showing time of concentration paths. Provide identification tags for each drainage area with number and acreage.
	Arrows indicating the general flow direction of storm water on and adjacent to property showing paths for times of concentration. Label low and high points. Label all analyses points.
	A table summarizing time of concentration calculations for each drainage area including the following information: lengths, slopes, and assumed Mannings "n" for Sheet Flow, Shallow Concentrated Flow, and Channel or Storm Drain Flow conditions.
	A table including the following information for each delineated drainage area: size in acres, Curve Number (CN), time of concentration (Tc), Lag Time, and peak flow rate (Q) for the 2-year, 25-year and 100-year storm events. List all assumptions.
	Summation of Q's and V's at confluence points
	Reference supplementary drainage report, if applicable, by title, author, and approval date.
PROPOSED SUB-DRAINAGE AREA MAP AND CALCULATIONS SHEET {EDM, Section 4}	
	Scale, North Arrow, Legend, and Engineer's Seal with signature and date
	Existing and proposed topographic contours at a maximum of two feet intervals.
	The location of the 100 year floodplain boundaries and if applicable, the limits of Zones A and AE with regulatory flood elevations identified as depicted on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and per Chapter 151.37.
	Proposed and existing street names, lot and block numbers
	Location of existing drainage structures on or adjacent to property
	Proposed drainage facilities (layout of storm sewer lines and culverts with designation of size of lines, pond location(s), outfalls with peak flow rates labeled for 25-year and 100-year storm events).
	Label peak flow rates leaving proposed streets onto surrounding property and entering proposed streets from surrounding property for the 25-year and 100-year storm events.
	Delineate proposed sub-drainage areas for inlets including offsite contributing areas showing time of concentration paths. Provide identification tags for each drainage area with number and acreage.
	Arrows indicating the general flow direction of storm water on and adjacent to property showing paths for times of concentration. Label low and high points.
	A table including the following information for each delineated drainage area: size in acres (A), Runoff Coefficient (C), time of concentration (Tc), Intensity (I), and peak flow rate (Q) for the 25-year and 100-year storm events. List all assumptions.
	Summation of Q's and V's at pertinent points (street intersections, inlets, passing inlets, headwalls, channel outfalls, control outlet structures, etc.)
	Reference supplementary drainage report, if applicable, by title, author, and approval date.
	Inlet Flow Calculation Table per City of Austin DCM Section 4.4.3 and the Hydraulic Computation table per City of Austin DCM Table 5-7 or reference supplementary drainage report, if applicable, by title, author, and approval date

PRELIMINARY PLAN: REQUIRED CONTENT CHECKLIST

TREE SURVEY SHEET {Tree Technical Manual & Subchapter 12}	
	Scale, North Arrow, and Landscape Architect's Seal and Signature
	Identify existing trees with diameter size, species, and condition
	Proposed grading
	Proposed replacement trees, if applicable
	Fiscal Security for the removed trees (to be released when replacement trees are planted)
	Location of tree protection measures (w/ Details) {EDM}
	Standard Tree Preservation Notes {UDC Supplemental Schedule}
PRELIMINARY ILLUMINATION PLAN SHEET	
	Scale, North Arrow, Legend, and Engineer's Seal with signature and date
	Proposed street names and existing adjoining street names, lot and block numbers
	Location of existing street lights on adjoining streets
	Location of proposed street lights {Unified Development Code Subchapter 13}
	Location of all underground and overhead utilities
Engineering Report to include (unless not already provided in plans)	
	Water Model (EDM Section 5)
	Wastewater Capacity Calculations (EDM Section 6)
	Drainage – Calculations for times of concentration and flow calculations for the 2, 25 and 100-year storm per City of Austin DCM Section 2, Inlet Flow Calculation Table per City of Austin DCM Section 4.4.3, Hydraulic Computation table per City of Austin DCM Table 5-7 and Detailed detention pond sizing calculations including stage-storage table and stage-discharge rating data in tabular form with all discharge components such as orifice, weir and outlet per City of Austin DCM 8.3.0

To Be Completed by the Applicant:

To the best of my knowledge I confirm that this application is complete.

Print Name: _____ Title: _____

Signature: _____ Date: _____

FINAL PLAT: SUBDIVISION APPLICATION

Name of Project: _____

General Location: _____

Primary Contact For Project:

Primary Contact Person: _____

Organization: _____

Phone # (office): _____

Mailing: Address: _____

City, State, Zip: _____

Phone # (office): _____ Other #: _____

Signature: (Required) _____ Title: _____

Email: _____

Please check one:

- ☐ Final Plat
- ☐ Minor Final Plat
- ☐ Replat
- ☐ Amending Plat
- ☐ Subdivision Variance
- ☐ Vacation Plat

Property Description:

Legal Description: _____
(Please provide field notes as an attachment.)

Watershed: _____

Parcel ID (6 digits): _____ Zoning District: _____

Present Land Use: _____ Proposed Land Use: _____

Is a portion of property located in: _____ Floodplain _____ ETJ _____ Overlay _____ Corridor

To Be Completed By Staff:

Case Name: _____ Filing Fee: \$ _____

Case Manager: _____ Received date: _____

Received by: _____ Submittal Completion Date: _____

Filing Deadline: _____ P&Z Meeting Date: _____

CONTACTS

Applicant

Engineer

Name: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Signatures: (Required) _____

Previous Application History For Project

*Please identify the name and date of any approved Preliminary, Construction Plans and Final Plats for the subject property.

1. _____
2. _____
3. _____

Subdivision Variance

*A subdivision variance may be considered by P&Z in special circumstances. The following shall be provided for consideration of any such request:

- _____ 1. Filing Fee (see page 9)
- _____ 2. Signed letter of intent from owner that indicates the variance request from a specific provision(s) and the justification for the variance.

* print N/A for non-applicable information

To be completed by City Staff:

Variance to Section:

CONSENT OF PROPERTY OWNER

Project Name: _____

Property Owner Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ Title: _____

By signing this form, the owner of the property authorizes the City of Pflugerville to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Pflugerville to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Pflugerville standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Pflugerville and the agent.

THE STATE OF _____:

: KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____:

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, _____.

Notary Public's Signature

My Commission Expires: _____

REQUEST FOR 30-DAY WAIVER

Subdivision Name: _____

Application Type: _____

Check One:

_____ I hereby request that this subdivision be placed on the Agenda for action at the next available Planning and Zoning Commission meeting, I acknowledge that: 1) comments may have not been addressed, and 2) the plat may not be in compliance with City codes. I understand this may result in a disapproval of my application. If the application is disapproved, I will be required to submit a new application and pay new filing fees. If this option is chosen, a correct original (signed and sealed, as appropriate) Mylar and paper copies as required are provided with this update or response.

_____ I hereby request that this subdivision not be placed on the Agenda for the next available Planning and Zoning Commission meeting and hereby waive the provisions of §212.009 (a) of the Texas Local Government Code and Subchapter 15 of the Unified Development Code of the City of Pflugerville. I understand that the plan or plat will not be placed on a Planning and Zoning Commission agenda until all staff comments have been addressed.

Agent's Name: _____

Corporation/ Firm Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Owner Name (print): _____

Owner's Signature: _____ Date: _____

Agent's Name (print): _____

Agent's Signature: _____ Date: _____

SUBMITTAL REQUIREMENTS

Filing Fee: # Lots _____ x \$ _____ + **\$15 Tech fee=** \$ _____ (minimum \$500)

(See page 9 for fee schedule)

Note: Any application requiring more than three (3) review cycles will be assessed a \$250 fee per additional review.

Submittal Requirements: Paper & Digital Copies in .pdf format Required

1. ___ Recording Fee \$ _____ (Not required if located in the ETJ)
2. ___ Payment of any required Impact Fee, if applicable \$ _____ Date Paid: _____
3. ___ **Complete application** with all required contact information and original Owner Consent Form and waiver.
4. ___ **Initial submittal: Six (6) paper copies of Final Plat (18"x 24", no smaller than 1"= 100')**
5. ___ One (1) - 11x17 copy of the Final Plat with submittal.
6. ___ All content on the following pages listed within the **Final Plat: Required Content Checklist**.
7. ___ **Traffic Impact Analysis (TIA):** One (1) copy of the TIA if the proposed Subdivision is expected to generate 2000 or greater vehicle trips on the peak day for the proposed uses within the proposed subdivision, according to the latest edition of the Institute of Transportation Engineers' Trip Generation, a qualified professional approved by the Director with experience in traffic flow analysis shall make, prepare and sign a traffic impact analysis and certify to its completeness and accuracy. The traffic impact analysis must include the information specified in the Supplemental Schedule and must address UDC Subchapter 15. The independent variable used to calculate the number of expected trips is at the discretion of the Director.
8. ___ If a (TIA) is not prepared per UDC Subchapter 15 above, a written statement indicating the assumptions and calculations used to determine that the proposed subdivision is expected to generate less than 2,000 vehicle trips.
9. ___ All Floodplain related documentation (i.e. floodplain map, CLOMR, etc.).
10. ___ A **tax statement** from the County Appraisal District showing that all taxes have been paid.
11. ___ A **service capability letter** signed by an authorized representative of each water and wastewater utility
12. ___ A **general warranty deed** conveying the parkland to the City or cash payment in lieu of, or in combination with, parkland dedication, if applicable.
13. ___ Applicable Travis County, Williamson County, & TxDot Permits (i.e. Driveway permit).
14. ___ **Category 1A Land Title Survey** and .pdf copies of all existing easements. (Less than 2 months old)
15. ___ A request for annexation if located in the City's Extraterritorial Jurisdiction.

AFTER ALL COMMENTS ADDRESSED: Three (3) original copies of the plat signed and sealed by all agents including owner/subdivider, notary, engineer of record, and surveyor. ETJ plats require four (4) original copies. Provide an AutoCAD DWG file in either 2000 or 2004 format required prior to plat being recorded.

The Plat will not be recorded until the public improvements have been constructed and accepted by the City, or fiscal security in an amount equal to 110% of the cost of the public improvements in a form acceptable to the Director has been provided.

FINAL PLAT: REQUIRED CONTENT CHECKLIST

The following identifies the required plan sheets and content requirements for a Preliminary Plan as described in Subchapter 15 of the Unified Development Code. Prior to submitting an application, please ensure each item is provided by initialing each line item and providing a signature with date at the bottom of the page. The Unified Development Code is within Chapter 157 of the Code of Ordinances, available at www.pflugervilletx.gov.

General Information	
	Initial Submittal: A minimum of six (6) full size copies of 18" x 24", no smaller than 1"=100'
	One (1), 11x17 copy of the Final Plat with each submittal.
	All drawings are computer generated and do not contain hand drawn items.
	Scale, North Arrow, and Legend
	Signed and sealed by professional Engineer licensed to operate in the state of Texas
PLAT SHEET	
	The words "Final Plat" in a conspicuous area on the first sheet.
	The name of the Subdivision on the first sheet & each supplemental sheet
	The name and address of current owner/Subdivider, separate from the Owner's Dedication Statement.
	The name and address of the engineer and surveyor responsible for preparing the plat
	A north arrow
	An indication of the scale used on the plat.
	A legend specifying all line types and abbreviations provided on the plat
	A vicinity map designating the relation of the Subdivision to major streets and city limit.
	The date of preparation of the plat
	The Legal Description of the plat area
	A table identifying: <ul style="list-style-type: none"> <input type="checkbox"/> Total acreage of the platted area <input type="checkbox"/> Number of lots and acreage for each proposed land use <input type="checkbox"/> Total length, width, and acreage of each street
	Identify the proposed street locations with right-of-way widths indicated
	Required right-of-way dedication with dimensions (If applicable)
	All proposed street names as approved by Pflugerville 911 Addressing.
	Location of City limit line or ETJ boundary if located contiguous to or traverse the proposed Subdivision.
	If applicable, the parkland calculation as specified in Supplemental Schedule
	The boundary lines of the perimeter of the Subdivision drawn with bold line type
	Property lines, Subdivision boundaries, lot lines, right-of-way lines and floodplain within 200 feet of the proposed Subdivision boundary drawn with dashed lines.
	The dimensions and bearings of all lot and boundary lines with a tie to a corner of the original tract and a tie to the closest platted lot.
	The width, depth, and area of all lots.
	The location of all benchmarks with elevations, northing and eastings. Minimum 2 Permanent Benchmarks per EDM DG9.0 (Vertical & Horizontal Coordinates - State Plane System)

FINAL PLAT: REQUIRED CONTENT CHECKLIST

	All existing and proposed easements with dimensions and distance from lot lines, etc. Any easements filed under separate instrument shall be documented on the plat and a copy of the recorded easement provided prior to recordation of the plat.
	The location of all sidewalk and hike and bike trails identified with dotted lines and distinguish between trails and sidewalks within the legend with pavement widths listed.
	The proposed location of neighborhood mail box units with expanded right of way turn outs.
	Designation of any lot that is for a private or public purpose, including but not limited to proposed park land, utilities, drainage, private amenity areas, landscape easements, and similar uses.
	A curve table identifying the delta, length of curve, radius, point of curvature, point of reverse curvature, point of tangency, chord length and bearing for each proposed line.
	The location of the 100 and 500 year FEMA floodplain boundaries and if applicable, the limits of Zones AE with regulatory base flood elevations identified as depicted on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and per Chapter 151.37.
Signature and Notation Sheet	
	The City Certification from the Planning and Zoning Commission, Planning Director and City Secretary as specified in the Supplemental Schedule.
	The Signed and notarized Owners Dedication Statement as specified in the Supplemental Schedule.
	The signed and sealed Engineer's Floodplain and Surveyor's Certification as specified in the Supplemental Schedule.
	The County Clerks signature block as required by the applicable County.
	If in the ETJ, the Commissioners Court signature block as required by the applicable County.
	Any other certifications or signature blocks required by the County, if located in the ETJ.
	<p>Standard plat notes as provided in the Supplemental Schedule.</p> <ol style="list-style-type: none"> 1. This plat lies within the City of Pflugerville full purpose jurisdiction or ETJ. 2. Water and wastewater shall be provided by _____. No lot in this subdivision shall be occupied until connected to water and wastewater facilities. 3. A 10-ft Public Utility Easement (P.U.E.) shall be dedicated along all street frontage. 4. Easement(s) dedicated to the public by this plat shall also be subject to the terms and conditions of the Engineering Design Manual per Ordinance No .1206-15-02-24. The Grantor [property owner(s)], heirs, successors and assigns shall retain the obligation to maintain the surface of the easement property, including the obligation to regularly mow or cut back vegetation and to keep the surface of the easement property free of litter, debris, and trash. 5. No improvements including but not limited to structures, fences, or landscaping shall be allowed in a public easement, except as approved by the City. 6. The property owner shall provide access to drainage and utility easements as may be necessary and shall not prohibit access for the placement, construction, installation, replacement, repair, maintenance, relocation, removal, operation and inspection of such drainage and utility facilities, and related appurtenances. 7. <i>(Commercial subdivision)</i> A six (6) foot wide sidewalk shall be provided on both sides of the street

FINAL PLAT: REQUIRED CONTENT CHECKLIST

8. *(Residential subdivision: Applicable to lots adjacent to a Major Collector or Arterial Streets)* A six (6) foot wide sidewalk shall be provided on both sides of _____ street(s).
9. *(Residential subdivision: Applicable to lots adjacent to a Local Street and Minor Collectors)* A minimum of a 4-ft. wide public sidewalk shall be provided on both sides of _____ street(s).
10. *(Applicable to new construction of streets)* Streetlights shall be installed and in full working order with the public improvements. All streetlights shall be in conformance with all City of Pflugerville ordinances including but not limited to being downcast and full cut off type.
11. This subdivision is subject to all City of Pflugerville ordinances or technical manuals related to Tree Preservation per City **Ordinance # 1203-15-02-24** and City **Resolution # 1224-09-08-25-8A**.
12. *(Residential Subdivision)* The Public Parkland dedication and Park Development Fee shall be calculated at a rate required by **Ordinance # 1203-15-02-24**.
13. *(Residential Subdivision,)* {If applicable, provide a Private Park Open Space Note and identify who owns and maintains the private park and restrictive covenants creating such funding sources for the maintenance and operation.}
14. The assessed Community Impact Fee rate for water and wastewater is hereby accessed and established according to the City of Pflugerville Ordinance No. 1179-14-06-10. Community Impact fees for individual lots shall be paid prior to the issuance of any building permit.
15. This Subdivision shall mitigate post-development peak runoff rates for the 2 year, 25 year and 100 year storm events.
16. All electric utility infrastructure including but not limited to telephone, cable television, electric utility lateral and service lines shall be installed in accordance with the City of Pflugerville Engineering Design Manual.
17. The owner of this subdivision, and his or her successors and assigns, assumes responsibility for plans for construction of subdivision improvements which comply with applicable codes and requirements of the City of Pflugerville.
18. Construction plans and specifications for all subdivision improvements shall be reviewed and approved by the City of Pflugerville prior to any construction within the subdivision.
19. *(Commercial Subdivisions)* Site development construction plans shall be reviewed and approved by the City of Pflugerville, Development Services, prior to any construction.
20. All proposed fences and walls adjacent to intersecting public roadway right-of-way or adjacent to private access drives shall be in compliance with the site distance requirements of the City of Pflugerville Engineering Design Manual, as amended.
21. Wastewater and water systems shall conform to TCEQ (Texas Commission on Environmental Quality) and State Board of Insurance requirements. The owner understands and acknowledges that plat vacation or re-platting may be required at the owner's sole expense if plans to develop this subdivision do not comply with such codes and requirements.

To Be Completed by Applicant:

Print Name: _____

Title: _____

Signature: _____

Date: _____

FINAL PLAT FEE SCHEDULE

Final Plat (Including Minor Plat, Amending Plat, & Replat)*

Standard	\$15.00 / lot; minimum \$500.00
Expedited	\$25.00 / lot; minimum \$1000.00
If public hearing is required	\$250.00 in addition to regular plat fee
Review Beyond 3 Review Cycles**	\$250 per additional Review Cycle
Subdivision Variance	\$200.00 / variance; minimum \$500.00

* An additional \$15 Technology Fee is applied to each application.

** For applications that warrant more than three (3) review cycles by staff to ensure adherence of all development regulations and staff comments have been addressed, the fourth (4th) review cycle shall require additional review fees in accordance with the Unified Development Code (UDC).

SUBDIVISION CONSTRUCTION APPLICATION

<u>Engineer/ Agent</u>	<u>Owner</u>
Name: _____	_____
Organization: _____	_____
Mailing Address: _____	_____
City, State, Zip: _____	_____
Phone Number: _____	_____
Fax Number: _____	_____
Email Address: _____	_____
Signatures: _____	_____

<p style="text-align: center;"><u>Property Description:</u></p> <p>Name of Project: _____</p> <p>Legal Description/ Subdivision: _____ <small>(Separate attachment accepted)</small></p> <p>Water Provider: _____</p> <p>Wastewater Provider: _____</p> <p style="text-align: center;"><u>Prior Applications: (if applicable)</u></p> <p>Preliminary Plan/ Date: _____</p> <p>Final Plat/ Date: (if applicable) _____</p> <p><small>*In accordance with the City of Pflugerville Unified Development Code 15.11.5H, the construction permit will expire when either of the following conditions occurs:</small></p> <ol style="list-style-type: none"> 1. Work has not started 180 days from the date the permit was issued. 2. The job is abandoned for 90 days or longer after 	<p style="text-align: center;"><u>Is the Project located within:</u> <small>(Check all that apply)</small></p> <p><input type="checkbox"/> City</p> <p><input type="checkbox"/> ETJ</p> <p><input type="checkbox"/> Floodplain</p> <p><input type="checkbox"/> Corridor</p> <p><input type="checkbox"/> Municipal Utility District (MUD) Name _____ # _____</p> <p><input type="checkbox"/> Development Agreement Name _____</p> <p><input type="checkbox"/> Other _____</p>
---	--

<u>To Be Completed By Staff:</u>	
Case Name: _____	Date Filed: _____
Case Manager: _____	Date Approved: _____
	Date Permit Expires: _____

SUBDIVISION CONSTRUCTION APPLICATION

Filing Fee \$ _____ **+ \$15.00 technology fee = \$** _____

(See page 4 for Fee Schedule and additional inspection fees due prior to plan approval)

Submittal Requirements for Construction Plans:

- _____ 1. **Construction Cost Estimate of the Subdivision improvements using the unit price method.** (Must be prepared and certified by the Engineer of Record who prepared the plans and specifications for such Subdivision improvements (Hard copy and digital copy).
- _____ 2. **A soil evaluation report** prepared by a registered professional engineer in connection with street improvement plans and specification (Hard copy and digital copy).
- _____ 3. Hydraulic or hydrologic analyses necessary to demonstrate the adequacy of the proposed drainage system (Hard copy and digital copy).
- _____ 4. Analyses necessary to verify the capacity of the water or wastewater service (Hard copy and digital copy).
- _____ 5. **Complete Public Improvements Construction Plan Application with all required contact information.**
- _____ 6. **Black Line Copies of Construction Plan (22"x 34", no smaller than 1"= 100'), and a digital copy.**
 - a. **Initial submittal:** 2 full size copies and 1- 11X17 size copy
 - b. **Following Staff Comments:** as required by reviewer
 - c. **Final Submittal:** 1 full size copy and 2- 11X17 size copies
- _____ 7. One CD with all plan sheets, reports, and all other submitted items in .pdf format.
- _____ 8. All Floodplain related documentation (i.e. floodplain map, CLOMR, etc.) (Digital copy).
- _____ 9. Anything else required as prescribed in the development agreement, if applicable (Digital copy).
- _____ 10. Applicable Travis County, Williamson County, & TxDOT Permits (i.e. Driveway permit)
- _____ 11. Any other information deemed pertinent as a condition of approval of the Preliminary Plat. (i.e. Phasing Agreement)

Construction Plan Review Process:

1. An Application for Construction Plans shall be accepted only after a Preliminary Plan and Final Plat have been submitted.
2. The Construction Plans shall include the on-site and off-site Public Improvements required to serve one or more phases of a Preliminary Plan.
3. A Complete Application for Construction Plans shall be submitted to the Development Engineering Department for review based on the approved Preliminary Plan.
4. The Development Engineer shall approve, deny, or provide written comments to the Subdivider regarding necessary revisions or requests for additional information within 30 days of receipt of a complete application for Construction Plans. **The Subdivider must submit revised Construction Plans or additional information, as required, not later than 60 days following the Development Engineer's comments.**
5. Revised Construction Plans may be submitted to the Development Engineer in continual cycles until all comments have been satisfied.
6. The Development Engineer shall notify the Engineer of Record when the construction plans are ready for approval, at which point the Engineer of Record shall submit within seven (7) calendar days of this notification the title sheet of the approved plan set, one full size (22" x 34") and two half size (11" x 17") black line copies and an electronic pdf copy of the approved plans to the Development Services Center for Development Engineering Director signature.
7. Once the record copies of the plans are submitted, a permit to begin construction will be issued within 14 days.
8. The construction permit shall expire immediately and approval of the construction plans shall be rescinded immediately when either of the following conditions occur:
 - a. Work has not started 180 days from the date the permit was issued.
 - b. The job is abandoned for 90 consecutive days or longer after work was started.

*** As a note, Construction Plans should be submitted on the filing deadline by Noon.**

CONSENT OF PROPERTY OWNER

Project Name: _____

Property Owner Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ Title: _____

By signing this form, the owner of the property authorizes the City of Pflugerville to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Pflugerville to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Pflugerville standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Pflugerville and the agent.

THE STATE OF _____:

: KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____:

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, _____.

Notary Public's Signature

My Commission Expires: _____

CONSTRUCTION FEE SCHEDULE

(Refer to Unified Development Code Supplemental Schedule for application fees.)

Note: Any application requiring more than three (3) review cycles will be assessed a \$250 fee per additional review.

Construction (Public Infrastructure) Plan Review. <u>Required with plan submittal.</u>	\$500*	Fee also required for resubmittal of expired applications or permits.
Construction (Public Infrastructure) Inspection Fee. Initial \$500 Plan Review fee is credited toward Inspection fee.	3.5% of cost construction cost estimate**	**City Engineering Dept. must review and approve construction cost estimate prior to payment of inspection fee. Fee required to be paid prior to City approval of construction plans.
Construction Re-inspection Fee	\$100.00	
All other improvements in the right-of-way	\$50.00*	

*Additional Technology Fee is \$15 per application

CONSTRUCTION PLAN CONTENT CHECKLIST

Please review the Construction Plan Permit checklist. Initial by each item you have reviewed and have deemed in conformance with the Unified Development Code and the Engineering Design Manual. Please make sure all checklist items are noted or illustrated on the Construction Plan. Once the checklist is reviewed by the applicant, please sign and date at the bottom of the page. The Unified Development Code (UDC) can be found on Pflugerville's website: www.pflugervilletx.gov under Planning Department. This checklist serves as a helpful tool when reviewing the proposed Construction Plan.

General Information	
	A minimum of two full size copies of 22" x 34", two scalable 11" x 17" copy
	All drawings are computer generated and do not contain hand drawn items.
	Scale, north arrow, legend, and Engineer's seal with signature and date
	Signed and sealed by professional Engineer licensed to operate in the state of Texas
Coversheet	
	Project name (located top and center)
	Locator map w/city limits, ETJ boundaries if applicable, and streets (in legible format and scale)
	Legal Description
	Sheet index with all required sheets
	Any applicable notes
	Submittal date of Construction Plan
	Contact information for Property Owner, Surveyor, Engineer, Utility Providers
	Indication of Floodplain (Floodplain Note)
	Engineer's Seal and Signature
	Signature block for Development Engineering Director
	Signature block(s) for other applicable jurisdictions and/or utility providers
	Revision Block with column(s) for approval by City, other jurisdictions and utility providers if applicable
	2 Benchmarks per EDM (Vertical & Horizontal Coordinates - State Plane Coord. System)
	List all waivers, variances, property restrictions, etc.
	List all studies associated with project by title, author, and date (i.e. TIA, Water Model, Wastewater Analysis, Engineer's Report, Drainage Report, etc.).
	Provide the following note: "All responsibility for the adequacy of these plans remains with the engineer who prepared them. In reviewing these plans, the City of Pflugerville must rely on the adequacy of the work of the design engineer."
General Note Sheet {Per Engineering Design Guidelines and Construction Standards} http://www.pflugervilletx.gov/DocumentCenter/View/12326	
	City of Pflugerville General Notes
	City of Pflugerville Erosion and Sedimentation Notes
	City of Pflugerville Water and Wastewater Notes
	City of Pflugerville Street and Drainage Notes
	City of Pflugerville Standard Underground Utility Notes
	City of Pflugerville Sequence of Construction
Final Plat	

CONSTRUCTION PLAN CONTENT CHECKLIST

Existing Conditions and Demolition Plan	
	Scale, north arrow, legend, and Engineer's seal with signature and date
	Identify existing trees with diameter, species, and condition (UDC Subchapter 12)
	Existing contour lines drawn at two foot intervals where a slope is 20% or less, and five foot intervals where a slope is greater than 20%
	Location of existing structures and infrastructure (roads, sidewalks, etc.)
	Existing easements with recorded document numbers
	Identify existing wastewater, water, and storm sewer lines by location, type, size, and material.
	Identify all proposed demolition within limits of construction.
Erosion & Sedimentation Control Plan {Engineering Design Manual Section 4 and Section 7}	
	Scale, north arrow, legend, and Engineer's seal with signature and date
	Existing and Proposed Contour lines drawn at two foot intervals where a slope is 20% or less, and five foot intervals where a slope is greater than 20%
	A delineation of the "Limits of Construction", or the area of the site that will be disturbed by construction activities. Specify total disturbed acreage on plan
	Arrows indicating the general flow direction of storm water entering and leaving the site. Include existing and proposed drainage patterns
	Indication of how off-site storm water runoff will be conveyed including sheet flows from adjoining properties
	Indicate phasing – initial grading, post mass grading, etc.
	Identify proposed spoils area, contractor staging area, concrete washout location and storage tanks. Include silt protection of the immediate downstream sides of the staging/ spoils area.
	Identify proposed location and description of temporary and permanent erosion and sedimentation controls.
	Locate and describe any environmentally sensitive area that will receive storm water directly from the subdivision.
	The location of the 100 year floodplain boundaries and if applicable, the limits of Zone AE regulatory base flood elevations identified as depicted on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and per Chapter 151.37
	Specific locations where slope stabilization techniques will be utilized
	Seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilizer application, and kind and quantity of mulching for both temporary and permanent vegetative control measures
	Existing landscaping, vegetation, and other natural features with protective fencing locations
Overall Grading Plan(s)	
	Scale, north arrow, legend, and Engineer's seal with signature and date
	Existing and proposed topographic contours at a maximum of two feet intervals. Differentiate existing and proposed features with line weight or color (black/gray)
	Proposed street names and existing adjoining street names

CONSTRUCTION PLAN CONTENT CHECKLIST

Existing Overall Drainage Area Map and Calculations Sheet {Engineering Design Manual Section 4}	
	Scale, north arrow, legend, and Engineer's seal with signature and date
	Existing topographic contours at a maximum of two feet intervals
	The location of the 100 year floodplain boundaries and if applicable, the limits of Zone AE regulatory base flood elevations identified as depicted on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and per Chapter 151.37
	Proposed and existing street names, lot and block numbers
	Location of existing drainage structures on or adjacent to property
	Label peak flow rates leaving proposed streets onto surrounding property and entering proposed streets from surrounding property for the 25-year and 100-year storm events.
	Delineate existing drainage areas including offsite contributing areas. Provide identification tags for each drainage area with number and acreage. Label all analysis points.
	Provide arrows indicating the general flow direction of storm water on and adjacent to property showing paths for times of concentration. Label low and high points.
	A table summarizing time of concentration calculations for each drainage area including the following information: lengths, slopes, and assumed Mannings "n" for Sheet Flow, Shallow Concentrated Flow, and Channel or Storm Drain Flow conditions
	A table including the following information for each delineated drainage area: size in acres, Curve Number (CN), time of concentration (Tc), Lag Time, and peak flow rate (Q) for the 2-year, 25-year and 100-year storm events. List all assumptions.
	Summation of Q's at analysis/ confluence points
	Reference supplementary drainage report, if applicable, by title, author, and approval date.
Proposed Overall Drainage Area Map and Calculations Sheet {Engineering Design Manual Section 4}	
	Scale, north arrow, legend, and Engineer's seal with signature and date
	Existing and proposed topographic contours at a maximum of two feet intervals
	The location of the 100 year floodplain boundaries and if applicable, the limits of Zone AE regulatory base flood elevations identified as depicted on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and per Chapter 151.37
	Proposed and existing street names, lot and block numbers
	Location of existing drainage structures on or adjacent to property
	Proposed drainage facilities (layout of storm sewer lines and culverts with designation, size of lines, pond(s), outfalls with Q's and V's labeled for 25-year and 100-year storm events)
	Label peak flow rates leaving proposed streets onto surrounding property and entering proposed streets from surrounding property for the 25-year and 100-year storm events.
	Delineate proposed overall drainage areas including offsite contributing areas showing time of concentration paths. Provide identification tags for each drainage area with number and acreage. Label all analysis points.
	Arrows indicating the general flow direction of storm water on and adjacent to property showing paths for times of concentration. Label low and high points.
	A table summarizing time of concentration calculations for each drainage area including the following information: lengths, slopes, and assumed Mannings "n" for Sheet Flow, Shallow Concentrated Flow, and Channel or Storm Drain Flow conditions.

CONSTRUCTION PLAN CONTENT CHECKLIST

Proposed Overall Drainage Area Map and Calculations Sheet Continued...	
	A table including the following information for each delineated drainage area: size in acres, Curve Number (CN), time of concentration (Tc), Lag Time, and peak flow rate (Q) for the 2-year, 25-year and 100-year storm events. List all assumptions.
	Summation of Q's at analysis/ confluence points
	Reference supplementary drainage report, if applicable, by title, author, and approval date.
Proposed Sub-Drainage Area Map and Calculations Sheet(s) (Sizing for inlets and lines) {Engineering Design Manual Section 4}	
	Scale, north arrow, legend, and Engineer's seal with signature and date
	Existing and proposed topographic contours at a maximum of two feet intervals
	The location of the 100 year floodplain boundaries and if applicable, the limits of Zone AE regulatory base flood elevations identified as depicted on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and per Chapter 151.37
	Proposed and existing street names, lot and block numbers
	Location of existing drainage structures on or adjacent to property
	Proposed drainage facilities (layout of storm sewer lines and culverts with designation of size of lines, pond location(s), outfalls with peak flow rates labeled for 25-year and 100-year storm events)
	Label peak flow rates leaving proposed streets onto surrounding property and entering proposed streets from surrounding property for the 25-year and 100-year storm events.
	Delineate proposed sub-drainage areas for inlets including offsite contributing areas showing time of concentration paths. Provide identification tags for each drainage area with number and acreage.
	Provide arrows indicating the general flow direction of storm water on and adjacent to property showing paths for times of concentration. Label low and high points.
	A table including the following information for each delineated drainage area: size in acres (A), Runoff Coefficient (C), time of concentration (Tc), Intensity (I), and peak flow rate (Q) for the 25-year and 100-year storm events. List all assumptions.
	Summation of Q's and V's at pertinent points (street intersections, inlets, passing inlets, headwalls, channel outfalls, control outlet structures, etc.)
	Reference supplementary drainage report, if applicable, by title, author, and approval date.
	Inlet Flow Calculation Table per City of Austin DCM Section 4.4.3 and the Hydraulic Computation table per City of Austin DCM Table 5-7 or reference supplementary drainage report, if applicable, by title, author, and approval date
Street Plan and Profile Sheets {Engineering Design Manual DG2, DG3 & UDC Sub. 15}	
Street Plan	
	Scale (1"=20'), north arrow, legend, and Engineer's seal with signature and date
	Key map showing location of street(s) if necessary for large subdivisions
	Stationing with street layout directly over the profile stationing
	R.O.W. and paving dimensions (face of curb to face of curb)
	Proposed street names and existing adjoining street names, lot and block numbers
	Horizontal curve information (radius, length, delta, chord, label and identify stations for PC and PT)
	Match lines with indication of sheet for continuation and reference sheet numbers for intersecting streets

CONSTRUCTION PLAN CONTENT CHECKLIST

	Existing and proposed easements (w/ recording information) and intersecting R.O.W.
	Proposed and existing drainage facilities with scaled back line type, label low and high points
	Barricades if required, sidewalks, ramps
	Valley gutter if required
	Label beginning and end of project
Street Profile	
	Scale (maximum scale H: 1"=40' and V: 1"=4') and legend. Show heavyweight lines at every 100' station and heavyweight lines at every 2' vertical elevation line.
	Street profiles must be on their own sheets, separate from utility and storm profiles.
	Show property lines and proposed and existing grades
	Proposed centerline profile that is clearly distinguishable from existing profiles
	Proposed top of curb elevations for left and right where elevations aren't consistent due to cul-de-sac and intersection tie-ins
	Profile cul-de-sacs and knuckles
	Label vertical curves with curve length, PVI station and elevation, tangent intercept, tangents, and tangent grades (conforming to the latest edition of AAHSTO's "A Policy on Geometric Design of Highways and Streets") BVCS, BVCE, EVCS, EVCE, K, High or Low Point station and elevation
	Elevations for proposed and existing grade every 50' at +00 and +50 stations
	Match lines with indication of sheet for continuation and reference sheet numbers for intersecting streets
Signage, Striping, Sidewalk and Street Light Plan(s) { Engineering Design Manual Sect. 2 & 3 }	
	Scale, north arrow, legend, and Engineer's seal with signature and date
	Proposed street names and existing adjoining street names, lot and block numbers
	Location of existing street lights on adjoining streets
	Location of proposed street lights {Unified Development Code Subchapter 13}
	Specify width and clearly delineate the limits of proposed sidewalk to be constructed. {Engineering Design Manual Section 3}
	Callout proposed ramp types per City of Pflugerville details
	Location of existing signage and pavement markings on adjoining streets
	Show block ranges with instruction for contractor to incorporate into street signage.
	Location of proposed signage with Texas Manual on Uniform Traffic Control Devices (TMUTCD) Sign Designation labeled. Show location of barricades.
	Specify location, color and width of proposed pavement markings. {TMUTCD}
	Provide the following notes: <ol style="list-style-type: none"> 1. All street signs and pavement markings shall conform to the standards set forth in the latest edition of the Texas Manual on Uniform Traffic Control Devices (TMUTCD)." 2. All pedestrian ramps and landings are to be constructed as part of this plan. 3. All pavement markings shall be Type I Thermoplastic and installed in accordance with Item 666 of the TXDOT Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges. 4. All pedestrian ramps and landings are to be constructed as part of this plan.

CONSTRUCTION PLAN CONTENT CHECKLIST

Storm Sewer/Channel Plan & Profile Sheet {Engineering Design Manual Section 4}	
Storm Sewer/ Channel Plan	
	Maximum scale (1"=40'), north arrow, legend, and Engineer's seal with signature and date
	Key map showing location of street(s) if necessary for large subdivisions
	Proposed and existing street names, lot and block numbers
	Existing and proposed topographic contours at a maximum of two feet intervals.
	The location of the 100 year floodplain boundaries and if applicable, the limits of Zone AE regulatory base flood elevations identified as depicted on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and per Chapter 151.37
	Show proposed and existing utilities and street lights with a scaled back line type
	Stationing with storm line layout directly over the profile stationing. Label size and storm line identification for every pipe segment and for storm sewer inlets, manholes, bends (with degree of bend) and other appurtenances, and label horizontal curve information
	Manholes at all confluences greater than 45 degrees, at the junction of three or more lines, at a junction where the downstream pipe size changes and every 250 feet from an access point for drains less than or equal to 30" diameter or 300 feet from an access point for drains larger than 30" diameter.
Storm Sewer/ Channel Profile	
	Scale (H: 1"=40' and V: 1"=2') and legend. Show heavyweight lines at every 100' station and heavyweight lines at every 2' vertical elevation line.
	Storm profiles must be on their own sheets, separate from street and utility profiles.
	Match lines with indication of sheet for continuation and reference sheet numbers for intersecting streets
	Delineation, location, dimensions, slope, flow line and stationing of existing and proposed drainage systems including, but not limited to channels, ponds, waterways and storm sewer systems
	Delineation, location, dimensions, material and elevations, in and out, of proposed storm line appurtenances
	Delineation, location and dimensions of all existing and proposed crossing utilities at their existing or proposed elevation and indicate encasement where necessary
	Pipes joined at soffits
	Show directly above the profile the 25-year and 100-year hydraulic grade line, Qs, Vs and depth of flow for each segment of the storm drain system for the 25-year and 100-year storm
Detention Pond Sheet {Engineering Design Guidelines DG4}	
	Scale, north arrow, legend, and Engineer's seal with signature and date
	Existing and proposed topographic contours at a maximum of two foot intervals, scaled back. Label proposed slopes.
	The location of the 100 year floodplain boundaries and if applicable, the limits of Zone AE regulatory base flood elevations identified as depicted on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and per Chapter 151.37
	Proposed drainage facilities
	Pond layout with flow line information provided at all inflow and outfall points.

CONSTRUCTION PLAN CONTENT CHECKLIST

	Provide pilot channel where slopes are less than 1%.
	Show pond sections with elevations for top of pond, bottom of pond, pipe/ structure flow lines, etc. Show water surface elevations for 2-year, 25-year, and 100-year storm events.
	Detailed detention pond sizing calculations including stage-storage table and stage-discharge rating data in tabular form with all discharge components such as orifice, weir and outlet (per COA DCM 8.3.0) or reference supplementary drainage report, if applicable, by title, author, and approval date
Overall Water and Wastewater Plan {Engineering Design Guidelines DG5, DG6 & UDC Sub. 15}	
	Scale, north arrow, legend, and Engineer's seal with signature and date
	Existing and proposed topographic contours at a maximum of two foot intervals, scaled back
	Proposed and existing street names, lot and block numbers
	Show proposed and existing storm lines and street lights with a scaled back line type
	Delineation, location, dimensions and material of existing and proposed water and wastewater lines and appurtenances with distinguishable line types
	Water and wastewater mains extended to the border for future development on neighboring lots, sized to have sufficient capacity to serve the adjacent subdivision
	Water valves at all tees and crosses and no more than 500' apart in commercial areas and 800' apart in residential areas
	Temporary blow-off valves installed at the end of all temporary dead-end water mains
	Fire hydrants at street intersections and no farther apart than 600' in residential areas and 300' in commercial and industrial areas
	Manholes at all changes in direction, sewer line intersections and termination points of lines and no further apart than 400'
	Separation distance between water and wastewater a minimum of 9' or encasement
	Water and wastewater service lines to opposite corners of residential lots and to all public park sites
Water/ Wastewater Plan and Profiles {Engineering Design Guidelines DG5, DG6 & UDC Sub. 15}	
Water/ Wastewater Plan	
	Maximum scale (1"=40'), north arrow, legend, and Engineer's seal with signature and date
	Key map showing location of street(s) if necessary for large subdivisions
	Existing and proposed topographic contours at a maximum of two foot intervals, scaled back
	Proposed and existing street names, lot and block numbers
	Show proposed and existing storm lines and street lights with a scaled back line type
	Stationing with water/ wastewater line layout directly over the profile stationing. Label size and line identification for every pipe segment and for manholes. Delineation, location, dimensions and material of existing and proposed water and wastewater lines and appurtenances with distinguishable line types
	Water and wastewater service lines must be shown in line with the lot lines. Where that is not possible because of the location of a storm inlet, light pole, etc., single service lines must be used for each lot and may be offset a minimum of 4' from obstruction.

CONSTRUCTION PLAN CONTENT CHECKLIST

Water/ Wastewater Profile	
	Scale (H: 1"=40' and V: 1"=2') and legend. Show heavyweight lines at every 100' station and heavyweight lines at every 2' vertical elevation line.
	Profile all wastewater mains, profile all water mains 12" in diameter and greater
	Water/ Wastewater plan and profiles must be on their own sheets, separate from street and storm profiles.
	Show delineation, dimensions, material and slope of proposed utility lines and appurtenances - all existing and proposed crossing utilities at their existing or proposed elevation and indicate encasement where necessary per TCEQ
	Delineation, location, dimensions, slope, flow line and stationing of existing and proposed utility systems
	Delineation, location, dimensions, material and elevations, in and out, of proposed utility line appurtenances
	Show match lines with indication of sheet for continuation and reference sheet numbers for intersecting streets for the utility plan and profiles
	Water lines have a minimum forty-eight 48" of cover measured from the top of the pipe or valve actuating nut to the finished ground surface. Wastewater lines have a minimum of 48 inches of cover below the actual subgrade.
	Show encasement of utility lines when separation distances cannot be provided per TCEQ Publication RG-195 290
	Call out velocity in each section of wastewater main between manholes at peak capacity using peak wet weather flow, velocity not less than 2 fps or more than 10 fps per DG6.1E
	Wastewater pipe crown elevations of mains flowing into manholes shall be 0.1 feet above the crown of the out-flowing main
Construction Details Sheet(s) (http://www.pflugervilletx.gov/index.aspx?NID=1339)	
	Traffic Control Details if applicable
	Other non-City details as appropriate
Additional Information	
	A Permit to Construct Driveway Facilities on Highway Right of Way and related permits issued by TXDOT, if applicable.
One copy of the Engineering Report to include (unless provided in plans)	
	Water Model (EDM Section 5)
	Wastewater Capacity Calculations (EDM Section 6)
	Drainage – Calculations for times of concentration and flow calculations for the 2, 25 and 100-year storm per City of Austin DCM Section 2, Inlet Flow Calculation Table per City of Austin DCM Section 4.4.3, Hydraulic Computation table per City of Austin DCM Table 5-7 and Detailed detention pond sizing calculations including stage-storage table and stage-discharge rating data in tabular form with all discharge components such as orifice, weir and outlet per City of Austin DCM 8.3.0

To Be Completed by the Applicant: To the best of my knowledge I confirm that this application is complete.

Print Name: _____ Title: _____

Signature: _____ Date: _____

SITE DEVELOPMENT APPLICATION

Name of Project: _____

Street Address (if known) or General Location: _____

Primary Contact For Project:

Primary Contact Person: _____ Title: _____

Organization: _____

Phone # (office): _____ Phone # (other): _____

Mailing Address: _____

City, State, Zip: _____

Signature: (Required) _____ Email: _____

Property Description:

Subdivision: _____ Section & Phase: _____

Legal Description: _____
Tract Lot Block Unit

Dimensions of Lot: _____
Frontage Depth Square Feet

Parcel ID: (6 digits) _____ Zoning Classification: _____

Present Land Use: _____ Proposed Land Use: _____

Existing Building on Property? ___Yes ___No Located In: ___ Floodplain ___ CBD ___ Corridor

* print N/A for non-applicable information

CONTACTS

Applicant

Name: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Signatures: (Required) _____

Engineer

Architect

Name: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Signatures: (Required) _____

Landscape Architect

To Be Completed by City Staff:

Site Plan Reviewed By: _____	Date Received: _____	Comment Letter due: _____
Initial submittal: _____	_____	_____
2nd Submittal: _____	_____	_____
3rd Submittal: _____	_____	_____
Permit Approved: _____		

CONSENT OF PROPERTY OWNER

Project Name: _____

Property Owner Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ Title: _____

By signing this form, the owner of the property authorizes the City of Pflugerville to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Pflugerville to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Pflugerville standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Pflugerville and the agent.

THE STATE OF _____:

: KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____:

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, _____.

Notary Public's Signature

My Commission Expires: _____

SUBMITTAL REQUIREMENTS

FILING FEE: Impervious Cover _____ x \$0.06 + \$15 Technology Fee = \$ _____

(Minimum \$250.00; Maximum \$10,000)

(Refer to Unified Development Code Supplemental Schedule for application fees.)

Note: Any application requiring more than three (3) review cycles will be assessed a \$250 fee per additional review.

Submittal Requirements: Paper Copy

1. ___ **Complete application** with all required contact information and original Owner Consent Form.
2. ___ **Initial submittal:** 4 full size (24"x34"), black line copies of the site plan.
3. ___ One (1) - 11x17 copy of the Site Plan with submittal.
4. ___ **Engineer's Summary letter** providing project description
5. ___ **Travis County ESD#2 Scope of Work Summary addressing the following items:**
 - ☐ Identify the number of buildings that will be constructed.
 - ☐ Identify the number of stories and building height.
 - ☐ Identify the use and occupancy classification for each building (If unknown identify the building as a Shell Building)
 - ☐ Identify the type of construction for each building.
 - ☐ State whether or not buildings will be protected by an automatic fire sprinkler system. If a sprinkler system will be installed then identify the type of system (NFPA 13D, 13R or 13)
6. ___ A paper version of all **supplemental documents** including, but not limited to all TIA information, Engineer Reports, floodplain documentation and all other submittal requirements listed below and in the Unified Development Code to assist with the review of the proposed development.

Submittal Requirements: Digital Copy

1. ___ **Digital Submittals:** In addition to the required hard copies, digital copies of all reports, plans, TIA and correspondence are required with each submittal.
2. ___ **Traffic Impact Analysis (TIA):** If the proposed site is expected to generate greater than 2000 vehicle trips, a TIA is required. If a TIA is not prepared, a written statement indicating the assumptions and calculations used to determine that the development is expected to generate less than 2,000 vehicle trips shall be submitted.
3. ___ **Drainage Report (if applicable)**
4. ___ Related driveway access permits from TXDOT and/or County Government.
5. ___ Proof of submittal to Texas Department of Licensing and Regulations (TDLR). Ref. # _____

Final Submittal: Five (5) full size, black line copies of the site plan and two (2) 11x17 copies of the site plan will be required.

SITE PLAN CONTENT CHECKLIST

Please review the Site Development Permit checklist. Initial by each item you have reviewed and have deemed in conformance with the Unified Development Code. Please make sure all checklist items are noted or illustrated on the Site Plan. Once the checklist is reviewed by the applicant, please sign and date at the bottom of the page. The Unified Development Code (UDC) can be found on Pflugerville's website: www.pflugervilletx.gov/planning. This checklist serves as a helpful tool when reviewing the proposed Site Plan. Refer to UDC Supplemental Schedule for more details on how this information is required to be depicted on the site plan.

General Information	
	A minimum of four full size copies of 22" x 34", one scalable 11" x 17" copy
	All drawings are computer generated and do not contain hand drawn items.
	Scale, North Arrow, and Legend
	Signed and sealed by professional Engineer licensed to operate in the state of Texas
Coversheet	
	Legal Description
	Locator Map w/ ETJ Boundaries, City Limits, Streets
	Property Address, if applicable
	Sheet index with all required sheets (do not include floor plans or irrigation plans)
	Any applicable notes
	Submittal date of Site Plan
	Name of Project
	Contact information for Property Owner, Surveyor, Engineer, Architect, Utility Providers
	Indication of Floodplain (Floodplain Note)
	Engineer's Seal and Signature
	Signature Block for Planning Director
	Signature Block for Development Engineering Director
	Revision Block
	Impervious Cover Calculations and Percentages (Existing and Proposed)
	2 Benchmarks per EDM (Vertical & Horizontal Coordinates - State Plane Coordinate System)
	List all waivers, variances, property restrictions, and Specific Use Permit conditions, etc.
	Add the following note: "All responsibility for the adequacy of these plans remains with the engineer who prepared them. In reviewing these plans, the City of Pflugerville must rely on the adequacy of the work of the design engineer."
	General Building Information Notes (Scope of Work) addressing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Identify the number of buildings, stories, and building height that will be constructed. <input type="checkbox"/> Use and occupancy classification for each building (If unknown identify the building as a Shell Building) <input type="checkbox"/> Identify the type of construction for each building. <input type="checkbox"/> State whether or not buildings will be protected by an automatic fire sprinkler system. If a sprinkler system will be installed then identify the type of system (NFPA 13D, 13R or 13) <input type="checkbox"/> If there are existing buildings on site, provide a note stating these buildings are outside the scope of the current project. Identify the occupancy type and use of existing buildings. <input type="checkbox"/> Add the following note: "This project will be constructed in accordance with the 2012 edition of the International Building and Fire Code as amended by the City of Pflugerville in accordance with Chapter 150 of the Code of Ordinances."

SITE PLAN CONTENT CHECKLIST

Copy of the Recorded Final Plat	
General Note Sheet {Per Engineering Design Guidelines and Construction Standards}	
	City of Pflugerville General Notes
	City of Pflugerville Erosion and Sedimentation Notes
	City of Pflugerville Water and Wastewater Notes (If Applicable)
	Sequence of Construction
	Standard Underground Utility Notes
	City of Pflugerville Tree Preservation Notes (If Applicable)
Site/ Dimensional Control Plan {May be required to be separated into 2 plan sheets}	
	Scale, North Arrow, and Engineer's Seal and Signature
	Label adjacent properties with zoning districts and land uses
	<p>Site Data Table identifying:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Zoning District, Existing & Proposed Land Use {Sub. 4}, <input type="checkbox"/> Lot Size (S.F. and Acres), <input type="checkbox"/> Existing & Proposed Impervious Cover calculations (S.F. and Acres) and percentages {Sub. 4}, <ul style="list-style-type: none"> ⇒ Paved Area ⇒ Building Lot Coverage <input type="checkbox"/> Setbacks (Front, Side, Rear) {Sub. 4} <input type="checkbox"/> Existing & Proposed Buildings with Gross Floor Area (G.F.A), including garages and carports. (Label buildings with "Existing" or "Proposed" and G.F.A. on site plan rendering.
	<p>Building Dimensions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building Dimensions (___ L.F. x ___ L.F.) <input type="checkbox"/> Dimension for the separation distance between buildings. <input type="checkbox"/> Dimension for the separation distance between buildings and adjacent property lines.
	<p>Driveways {Subchapter 10.2}</p> <ul style="list-style-type: none"> <input type="checkbox"/> Driveway separation dimension(s) <input type="checkbox"/> Distance between road intersections & proposed driveways <input type="checkbox"/> Label Slope (max. 14%), width, and radii of driveway <input type="checkbox"/> Provide connections to adjacent property (Drive aisle stubs and/or shared driveways between lots) <input type="checkbox"/> Cross Access and/or Joint Access easements with recorded document numbers.
	<p>Parking {Subchapter 10.4}</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parking Table - Parking counts determined by use category <ul style="list-style-type: none"> ⇒ Identify land use category with <u>required & proposed</u> parking ratio per UDC ⇒ Required and Proposed handicap parking per State standards. <input type="checkbox"/> Streetscape Yard per Subchapter 4 (minimum 15-ft. parking setback from R-O-W) <input type="checkbox"/> Parking Space dimensions (90 degree = 9'x19') <input type="checkbox"/> Drive aisle widths and radii (width - min. 24', Fire Lane width - min. 26') <input type="checkbox"/> Location of Landscape Islands, Peninsulas, and Medians (Width – min. 10') {Subchapter 11.7} <input type="checkbox"/> Identify the number of parking spaces between each landscape island/peninsula <input type="checkbox"/> Parking lot bedrooms (buildings greater than 50,000 GFA) <input type="checkbox"/> Additional landscaping required for excessive parking spaces <input type="checkbox"/> Parking Space elements (curb, wheel stops, bollards, etc...) <input type="checkbox"/> Minimum number of stacking spaces, if drive thru is proposed

SITE PLAN CONTENT CHECKLIST

	<p>Sidewalks {Subchapter 10.3}</p> <ul style="list-style-type: none"> <input type="checkbox"/> Min. 6' public sidewalks along rights-of-way <input type="checkbox"/> Sidewalk connections to public sidewalk system <input type="checkbox"/> Delineation of Accessible Route of Travel <input type="checkbox"/> Internal pedestrian connections to building entrances <input type="checkbox"/> Public Sidewalk Fee-in-lieu, if determined applicable <input type="checkbox"/> Add a note to satisfy all ADA requirements
	<p>Pedestrian Space area w/ Construction Detail and notes {Sub. 9, Building Entrance Standards}</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 sq. ft. of pedestrian space per 100 sq. ft of building floor area; minimum 100 S.F. <input type="checkbox"/> List of 4 of 6 prescribed decorative elements (e.g., stained & sealed concrete, special paving, landscape planters, pedestrian scale lighting, benches, public art, etc.) <input type="checkbox"/> Construction Detail (May be located on the landscape plan)
	<p>Hazardous Material Storage Tanks (If Applicable)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location, capacity, purpose of tanks (vehicle fueling, gas service for the building etc...) <input type="checkbox"/> Identify the product that will be stored in the tanks (Gas, diesel, LPG etc...) <input type="checkbox"/> State whether the tanks will be located above or below ground. <input type="checkbox"/> Separation Distance Dimensions: (Best represented on a Dimensional Control Sheet) <ul style="list-style-type: none"> ⇒ Between storage tanks (if multiple tanks will be installed). ⇒ Between storage tanks and existing and proposed buildings. ⇒ Between storage tanks and property lines ⇒ Between storage tanks and access drives. ⇒ Show the location of fuel dispensing devices.
	Bike rack location w/ construction detail {Subchapter 10.7}
	Ground-mounted Equipment: Type, height, and location (Screening notes, if necessary) {Sub. 11}
	Location and Screening of Dumpster (Dumpster enclosure detail and notes) {Subchapter 11}
	Type, height, and location of fencing, if applicable. {Subchapter 11}
	Label all existing and proposed easements with easement widths and recorded document numbers
	Fire Lane Delineation (Min. 26' in width)
	Verify no encroachments in "Sight Triangle"
Utility Plan {Engineering Design Manual Section 5, Section 6, and Section 8}	
	Scale, North Arrow, and Engineer's Seal and Signature
	Existing and proposed easements with recorded document numbers
	Location & sizes of all proposed water facilities including, but not limited to water lines, fittings, meters, valves, fire hydrants, and similar features
	Location & sizes of all proposed wastewater facilities including, but not limited to wastewater lines, lift stations, manholes, and similar features
Grading Plan	
	Scale, North Arrow, and Engineer's Seal and Signature
	Existing and proposed topographic contours at a minimum of two feet intervals and spot elevations.
	Show existing trees, landscaping, vegetation, and other natural features.
	Label building Finished Floor Elevations
	Maximum of 10% grade for Emergency Access drives

SITE PLAN CONTENT CHECKLIST

Drainage Plan {Engineering Design Manual Section 4}	
	Scale, North Arrow, and Engineer's Seal and Signature
	Existing and proposed topographic contours at a minimum of two feet intervals and spot elevations.
	Location of 25- and 100-year floodplains, according to the best information available, with the source indicated. Be sure to use the latest FEMA maps.
	Existing conditions drainage area map including contributing drainage to storm sewer and/ or tie-ins for onsite and offsite areas. Show time of concentration paths.
	Peak runoff computations in table format for drainage areas in <u>existing conditions</u> . For each drainage area, include assumed impervious cover, acreage, time of concentration calculations, intensity, runoff coefficients or curve number, and peak flow rates for 2-, 25- and 100-year frequency storm events.
	Location, dimensions, slope, and flow line of existing drainage systems including, but not limited to channels, ponds, waterways and storm sewer systems.
	Proposed conditions drainage area map including contributing drainage to storm sewer and/ or tie-ins for onsite and offsite areas. Show time of concentration paths.
	Peak runoff computations in table format for drainage areas in <u>proposed conditions</u> . For each drainage area, include assumed impervious cover, acreage, time of concentration calculations, intensity, runoff coefficients or curve number, and peak flow rates for 2-, 25- and 100-year frequency storm events.
	Location, dimensions, slopes, and flow lines of proposed drainage system.
	Location, dimensions, slopes, and flow lines of proposed detention basins. Provide pond section and outflow release device details.
	Detention pond sizing calculations
Erosion & Sedimentation Control Plan {Engineering Design Manual Section 4 and Section 7}	
	Scale, North Arrow, and Engineer's Seal and Signature
	Contour lines drawn at two foot intervals where a slope is 20% or less, and five foot intervals where a slope is greater than 20%.
	A delineation of the "Limits of Construction", or the area of the site that will be disturbed by construction activities. Specify total disturbed acreage on plan.
	The general flow direction of storm water entering and leaving the site. Include existing and proposed drainage patterns.
	Indication of how off-site storm water runoff will be conveyed including sheet flows from adjoining properties
	Identify proposed spoils area, contractor staging area, and concrete washout location. Include silt protection of the immediate downstream sides of the staging/ spoils area.
	Identify proposed location and description of temporary and permanent erosion and sedimentation controls
	Locate and describe any environmentally sensitive area that will receive storm water directly from the subdivision
	The location of the 100 year floodplain boundaries and if applicable, the limits of Zones A and AE with regulatory flood elevations identified as depicted on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and per Chapter 151.37.
	The location of all storage tanks.
	Specific locations where slope stabilization techniques will be utilized

SITE PLAN CONTENT CHECKLIST

	Seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilizer application, and kind and quantity of mulching for both temporary and permanent vegetative control measures.
	Existing landscaping, vegetation, and other natural features with protective fencing locations.
Fire Protection Plan	
	Provide one or more sheets dedicated to Fire Protection and identify these in the index of drawings. On these drawings remove reference to wastewater lines and domestic water lines which are not part of the fire protection system.
	Identify the fire protection plan for the complex: <ul style="list-style-type: none"> <input type="checkbox"/> Fire hydrants will not be installed and a fire sprinkler system will not be provided. <input type="checkbox"/> Fire hydrants will be installed but a fire sprinkler system will not be provided. <input type="checkbox"/> A fire sprinkler system will be provided but fire hydrants will not be installed. <input type="checkbox"/> Fire hydrants and a fire sprinkler system will be installed.
	Identify the water provider for the project.
	Utilizing the fire flow matrix provided in the Supplemental Schedule, Identify the required fire flow for the project based upon Appendix B of the Fire Code. Include sprinkler reductions where applicable.
	Identify the number of fire hydrants required based upon Appendix C of the Fire Code.
	Provide a fire flow test of the nearest fire hydrant and transpose a copy of the flow test onto the plan drawings. Show the predicted fire flow with a minimum residual pressure of 20 PSI.
	Show and label the location of all existing and proposed fire hydrants.
	Provide line drawings which verify that all portions of every building is located within 300 feet of a fire hydrant. This distance is measured around the exterior of the building to the most remote location. Be advised, this distance is measured by path of travel and cannot be measured through buildings, through fences, across ditches or through other obstructions to emergency access.
	If a portion of a building is located more than 300 feet from a fire hydrant call this out and provide this distance. Request a code modification when necessary. Code modifications may or may not be granted depending upon the circumstances of the project.
	Show the location of the backflow preventer. If backflow protection will be provided on the sprinkler riser provide a note to this effect. If backflow protection is not required provide a note to this effect.
	Underground fire lines: <ul style="list-style-type: none"> <input type="checkbox"/> Show the location, size, length, and type of piping utilized for all of underground fire lines <input type="checkbox"/> If metal piping will be installed identify how corrosion protection will be provided. <input type="checkbox"/> Provide the COP hydrant installation detail (W-10) <input type="checkbox"/> Provide the COP trench detail (W-22U) <input type="checkbox"/> Provide the COP thrust block detail (W-11) <input type="checkbox"/> Provide the COP gate valve detail <input type="checkbox"/> Provide a backflow protection detail where applicable (Use the City of Austin detail)
	Fire Protection sheet contents continued on the next page.

SITE PLAN CONTENT CHECKLIST

	Fire Sprinkler System: <ul style="list-style-type: none"> <input type="checkbox"/> If underground fire lines will be installed to serve a fire sprinkler system ensure an isolation valve is installed to separate the sprinkler underground from other fire lines. Show the location of each isolation valve. <input type="checkbox"/> If a fire sprinkler system, or standpipe system, will be installed then show the location of all fire department connections. Ensure fire department connections are facing an access drive marked as a fire lane. <input type="checkbox"/> If a fire sprinkler system will be installed then show the location of the sprinkler riser room. Ensure the sprinkler riser rooms are facing an access drive marked as a fire lane. <input type="checkbox"/> Ensure fire department connections are located within 100 feet of a fire hydrant. <input type="checkbox"/> If a remote fire department connection will be installed provide a dedicated line to the riser room. The line supplying the fire department connection cannot be tied into the underground supply line for the sprinkler system.
	Coordinate with landscaping plan and verify landscaping and vegetation will not be installed in a location where it can obstruct access to, or visibility of, a fire hydrant, fire department connection and/or sprinkler riser room. Ensure landscaping is not installed within 3 feet of fire hydrants, fire department connections and riser room access doors.
	Include the standard TCESD#2 Fire Protection Notes on the drawings.
Emergency Access Plan	
	Provide one or more sheets dedicated to Emergency Access and identify these in the sheet index.
	Show the location of all access drives which will be utilized as fire lanes. Identify the fire lane by hatching, shading or similar method to clearly callout the location of the fire lanes.
	Provide the City of Pflugerville Fire Lane detail.
	Show the width of the access drive (minimum width is 26 feet for most projects)
	Show the inner and outer turning radius at all curves. The minimum inner radius is 25 feet and the outer is 50 feet.
	Provide line drawings that verify all portions of every building is located within 150 feet of an access drive. This distance is measured around the exterior of the building to the most remote location.
	If a portion of a building is located more than 150 feet from an access drive call this out and provide the distance. Request a code modification when necessary. Code modifications may or may not be granted depending upon the unique circumstances of the particular project.
	Show the location and length of any dead-end drives.
	If a dead end drive exceeds 150 feet an approved turnaround will be required. When a turnaround is required, show the dimensions of the turnaround and verify compliance with Appendix D of the Fire Code. Also ensure that designated turnarounds are marked as a fire lane.
	Minimum vertical clearance of 14 feet is maintained for the entire length and width of the Emergency Access drive
	Maximum of 10% grade for Emergency Access drives
	If applicable, identify the location of any proposed traffic calming devices (e.g., speed bumps)
	Show the location of all fences (clearly) and pedestrian gates in these fences.
	Show the location of all access control gates installed across drives.
	Include the Emergency Access Notes on the drawings.

SITE PLAN CONTENT CHECKLIST

Landscaping Plan {Subchapter 11}	
	Scale, North Arrow, and Landscape Architect's Seal
	Impervious Cover Calculations and Percentages (Existing and Proposed)
	Percent of lot landscape area and number or required trees and shrubs per S.F.
	Quantity, type, general name, and size at planting for all proposed landscaping (Legend)
	"Streetscape Yard standards" per 11.5
	"Building Foundation Landscaping" per 11.6
	"Pedestrian Space" construction detail
	Standard City of Pflugerville Landscape Notes (Refer to UDC Supplemental Schedule & Section 11.13)
	Screening of mechanical equipment, parking lots, loading docks, outside storage, detention ponds
	Bufferyards, if applicable (Outside CBD) <ul style="list-style-type: none"> <input type="checkbox"/> Minimum 15-foot Bufferyard area required <input type="checkbox"/> Bufferyard Plantings - 4 Trees and 15 shrubs per 100 linear feet <input type="checkbox"/> Bufferyard will include all vegetative ground cover <input type="checkbox"/> Bufferyard Masonry Wall - minimum 6' height (type, height and location)
	Show existing and proposed water, wastewater, storm sewer, and electrical lines and easements
	Show all ground mounted mechanical equipment and pole lighting.
	Verify no encroachments in "Sight Triangle"
	Compliance with Alternative Landscape Plans, if applicable
	Other any special information determined necessary
Tree Survey/ Tree Preservation Plan {Tree Technical Manual & Subchapter 12}	
	Scale, North Arrow, and Landscape Architect's Seal and Signature
	Identify existing trees with diameter size, species, and condition
	Existing and Proposed grading
	Proposed replacement trees, if applicable
	Fiscal Security for the removed trees (to be released when replacement trees are planted)
	Location of tree protection measures (w/ Details)
	Standard Tree Preservation Notes
Exterior Lighting Standards {Subchapter 13}	
	Scale, North Arrow, and Engineer's Seal and Signature
	Table identifying the min, avg, and max. light levels in foot-candles of calculation zones <ul style="list-style-type: none"> <input type="checkbox"/> Architectural Lighting calculation zone <input type="checkbox"/> Building Entrance calculation zone <input type="checkbox"/> Canopy Area Lighting calculation zone <input type="checkbox"/> On-site Parking Area calculation zone <input type="checkbox"/> Walkways, Landscape or Decorative Lighting calculation zone
	Table identifying light source type and fixture height
	Identify use of sensor technologies (timers), if applicable
	Light fixture detail(s)
	Note identifying all lighting including wall pack lighting to be downcast and full cut-off type.
	Note identifying all site lighting will be in conformance with all City of Pflugerville Regulations.

SITE PLAN CONTENT CHECKLIST

Building Elevations {Subchapter 9, specific zoning district}	
	Scale and Architect's Seal and Signature
	Maximum height based on zoning districts {Subchapter 4}
	Horizontal & Vertical Articulation for Primary Facades [provide calculations]
	Table listing exterior building wall materials percentages, excluding windows and openings
	Parapet wall screening note for roof-mounted mechanical equipment
	Architectural elements - Provide a list with a minimum 4 elements per Subchapter 9
	Identify Roofing Materials
Construction Details Sheet(s)	
	Dumpster Enclosure Detail in accordance with City standard if applicable
	Bicycle rack capable of holding a minimum of 4 bikes (COA detail permitted)
	Tree Protection details, if applicable
	Fire Lane Striping detail
	All other applicable engineering construction details including traffic control plan details.
Additional Information	
	Texas Department of Licensing and Regulation (TDLR) ref # (Architectural Barriers Act)
	** One copy of the Engineering Report
	Runoff computations for drainage areas in accordance with the Engineering Design Manual (drainage calculations, drainage plan, etc.)
	Traffic Impact Study if expected to generate 2,000 or greater vehicle trips according to the Institute of Transportation Engineers' Trip Generation
	A Permit to Construct Driveway Facilities on Highway Right of Way and related permits issued by the TXDOT.
	A deed conveying parkland dedication or fee in lieu, if applicable

To Be Completed by the Applicant:

To the best of my knowledge I confirm that this application is complete.

Print Name: _____ Title: _____

Signature: _____ Date: _____

SITE DEVELOPMENT REVISION/CORRECTION

Correction: ____ or Revision: ____ Original Case # SP _____ - _____

Property Description:

Name of Project: _____

Street Address: _____

Subdivision: _____ Section Phase: _____

Legal Description: _____
Tract Lot Block Unit

Parcel ID: _____ Original Site Plan Approval Date: _____
(6 digits)

Submittal Requirements:

- _____ 1. **Filing Fee:** Minimum \$250 + \$15.00 Technology Fee. If any other fees apply, the Administrator will inform the applicant.
- _____ 2. **Letter explaining all corrections/revisions**
- _____ 3. **Four 24 X 34 size plan**
- _____ 4. **One 11 X 17 size plan**
- _____ 5. **Electronic copy of plan**

Applicant

Owner

Name: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Signatures: _____

SITE DISTURBANCE/TREE REMOVAL PERMIT

<u>Owner/ Agent</u>	<u>Contractor</u>
Name: _____	_____
Organization: _____	_____
Mailing Address: _____	_____
City, State, Zip: _____	_____
Phone Number: _____	_____
Email Address: _____	_____
Signatures: _____	_____

Property Description:

Name of Project: _____

Address of Property: _____

Legal Description/ Subdivision: _____
(Separate attachment accepted)

Parcel ID (6-digits): _____ Site Grading: ☐ Yes ☐ No

Tree Mitigation Type: ☐ Tree Replacement ☐ Fee in-lieu \$ _____

Previous Applications/Approvals granted to this property:

Preliminary Plan/ Date: _____

Construction Plan (Public Improvements)/ Date: _____

Final Plat/ Date: (if applicable) _____

Site Plan/ Date: (if applicable) _____

To Be Completed By Staff:

Date Filed: _____ Case Manager: _____

Mitigation Type: _____ Mitigation Amount: (inches and/or fee) _____

Date Permit Issued: _____ Date Permit Expires: _____

SITE DISTURBANCE/TREE REMOVAL PERMIT

Filing Fee \$ _____ + \$15.00 technology fee = \$ _____

(See page 5 for Fee Schedule and additional inspection fees due prior to plan approval)

Submittal Requirements for Construction Plans:

Grading Plan with location of existing trees and tree protection measures

- _____ 1. 3 Full-size (24"x34") and one (11"x17") copy of Tree Surveys (Hard copy and digital copy)
- _____ 2. **Grading Plan with location of existing trees and tree protection measures** (Hard copy and digital copy)
- _____ 3. Erosion & Sedimentation Control Plan (Hard copy and digital copy)
- _____ 4. Tree Replacement Plan, if applicable. (Hard copy and digital copy)
- _____ 5. Fiscal for Tree Replacement in Site Development, if applicable (Hard copy and digital copy)

Description of Disturbance:

Mitigation Requirements: (Refer to Subchapter 12 Tree Preservation Standards)

Table 12, Tree Classification		Mitigation Ratio	Fee per Diameter Inch Removed
Class 1	Unprotected Trees - Trees with DBH < 8 inches	N/A	N/A
Class 2	Trees with DBH 8 - 17.99 inches	1:1	\$150
Class 5	Trees with DBH 18 - 24.99 inches	3:1	\$450
Class 6	"Heritage Tree" - Trees with DBH 25 inches or more	3:1	\$450

Site Disturbance/Tree Removal Permit Review Process:

*** As a note, Site Disturbance/Tree Removal Plans should be submitted on the filing deadline by Noon.**

TREE DESCRIPTION:

Please fill out the table below and identify the tree tag#, tree species (common or Latin names), size of the tree measured at 4'-6" from natural grade, general condition or quality of the tree and the required mitigation inches and/or fee (use Table 11 below to determine mitigation.) To expedite this request, please provide photographs of the tree(s) and a plan view sketch showing the location of the tree as it is sited on the property and the estimated dripline. A separate document indicating the information below may be accepted.

Tag#	Tree Species	Size (DBH)	Tree Quality (i.e. Dead, Poor, Fair, Good, Excellent)	Mitigation Inches or Fee
		Total:		Total fee:
				Total inches:

Please identify the reasons for removal and demonstrate all efforts to comply with the Tree Preservation Standards (Subchapter 12). {Separate attachments are acceptable.} _____

CONSENT OF PROPERTY OWNER

Project Name: _____

Property Owner Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ Title: _____

By signing this form the owner of the property authorizes the City of Pflugerville to enter upon the property to perform all necessary inspections and acknowledges that the site preparation and/or tree preservation and/or removal will be in accordance with the City of Pflugerville Subdivision Code, Engineering Design Guidelines, Construction Standards, Tree Preservation Standards, Tree Technical Manual and the approved site preparation documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Pflugerville and the agent.

THE STATE OF _____:

: KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____:

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, _____.

Notary Public's Signature

My Commission Expires: _____

FEE SCHEDULE

(Refer to Unified Development Code Supplemental Schedule for application fees.)

Note: Any application requiring more than three (3) review cycles will be assessed a \$250 fee per additional review.

SITE DISTURBANCE PERMIT (May include Tree Removal)*	Minimum: \$250
5 acres or less	\$250.00
>5 acres – 10 acres	\$500.00
>10 acres	\$750.00
TREE REMOVAL PERMIT (Only)*	\$50

*Additional Technology Fee is \$15 per application

R-O-W/ EASEMENT PERMIT APPLICATION

<p style="text-align: center;"><u>Property Description:</u></p> <p>Name of Project: _____</p> <p>Type of Project: _____</p> <p>Project Location: _____</p> <p>Company (Agent): _____</p> <p><u>Application Submittal Requirements</u></p> <ol style="list-style-type: none"> 1. Application Fee \$ _____ (See page 2 for Fee Schedule) 2. One (11x17) to scale plans of proposed improvements (Additional sizes may be required upon request from the City.) 3. CD with all plan sheets submitted in .pdf format. 	<p style="text-align: center;"><u>Please check one:</u></p> <p><input type="checkbox"/> New Driveway Curb Cut (SF Residential or Commercial)</p> <hr/> <p><input type="checkbox"/> Existing Driveway Curb Cut (SF Residential or Commercial)</p> <hr/> <p><input type="checkbox"/> Median Curb Cut</p> <p><input type="checkbox"/> Utility Work Type _____ Company _____</p> <p><input type="checkbox"/> Other _____</p>
<p style="text-align: center;"><u>Engineer/ Agent</u></p> <p>Name _____</p> <p>Organization _____</p> <p>Mailing Address _____ _____</p> <p>Phone Number _____</p> <p>Fax Number _____</p> <p>Email Address _____</p> <p>Signatures _____</p>	<p style="text-align: center;"><u>Contractor</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><u>To Be Completed By Engineering Staff:</u></p> <div style="display: flex; justify-content: space-between;"> <div> <p>Case Name: _____</p> <p>Case Number: _____</p> <p>Case Manager: _____</p> </div> <div> <p>Filing Fee: _____</p> <p>Received By: _____</p> <p>Received date: _____</p> <p>Date Approved: _____</p> </div> </div>	

CONSTRUCTION FEE SCHEDULE

Note: Any application requiring more than three (3) review cycles will be assessed a \$250 fee per additional review.

	<u>Fee</u>	<u>Comment</u>
Construction (Public Infrastructure) Plan Review. <u>Required with plan submittal.</u>	\$500*	Fee also required for resubmittal of expired applications or permits.
Construction (Public Infrastructure) Inspection Fee. Initial \$500 Plan Review fee is credited toward Inspection fee.	3.5% of cost construction cost estimate**	**City Engineering Dept. must review and approve construction cost estimate prior to payment of inspection fee. Fee required to be paid prior to City approval of construction plans.
Construction Re-inspection Fee	\$100.00	
All other improvements in the right-of-way	\$50.00*	

*Additional Technology Fee is \$15 per application

VARIANCE, APPEAL, & SPECIAL EXCEPTION

<u>Applicant</u>	<u>Property Owner</u>
Name: _____	_____
Organization: _____	_____
Mailing Address: _____	_____
City, State, Zip: _____	_____
Phone Number: _____	_____
Email Address: _____	_____
Signatures: _____	_____

Property Description:

Street Address: _____

Legal Description: _____
 (Separate attachment accepted)

Dimensions of Lot: _____

Frontage
Depth
Square Feet
Acreage

Parcel ID: _____ Zoning District: _____
 (6 Digits)

Present Land Use: _____ Proposed Land Use: _____

Existing Building on Property? ☐ Yes ☐ No Year Built _____ S.F. of Building _____

Is a portion of property located in: ☐ Floodplain ☐ CBD

To Be Completed By Staff:

Case Name: _____ Case Manager: _____

Date Received: _____ Submittal Completion Date: _____

PH Notice sent to Pflag: _____ PH Notice appears in Pflag: _____

BOA Meeting Date: _____ Record of Action: _____

VARIANCE, APPEAL, & SPECIAL EXCEPTION

Request For: (Check one) ___ VARIANCE ___ APPEAL ___ SPECIAL EXCEPTION

Filing Fee: \$_____ + \$15.00 Technology Fee = \$_____

\$50 minimum Application Fee, plus \$15.00 Technology Fee

Each additional Variance = \$25 additional Fee

Submittal Requirements:

- ___ 1. **A receipt or tax certificate** from the Travis County Tax Assessor/Collector indicating that the property taxes on the subject property are current.
- ___ 2. **A Site Plan no larger than 11x17 (Scaled drawing and include the following :)**
 - a. North Arrow, Scale, and Property lines
 - b. Adjacent streets (names), alleys and sidewalks
 - c. Existing setbacks and proposed setbacks
 - d. Public or private easements
 - e. Location of Floodplain, if necessary
 - f. Location of existing and proposed structures, additions or other improvements
 - g. Location of existing and proposed drives and parking
 - h. Dimensions of existing and proposed improvements
 - i. Elevation and dimensioned drawings of proposed building, signs, or other improvements
- ___ 3. **Images, graphics, letters, and etc.** (If applicable)
- ___ 4. **In a typed response, please answer the following questions, as evidence that the request complies with the conditions required for approval of a Variance.**
 - a. Variance request pertains to Section _____ of the Unified Development Code.
 - b. Describe in detail all efforts made to comply with the requirements of the regulation or ordinance referenced above, including dates where applicable.
 - c. Describe the action you would like the Board of Adjustment to take in reference to this application.
 - d. Explain how the Variance request is not contrary to the public interest.
 - e. Due to special conditions, how would literal enforcement of the ordinance result in unnecessary hardship?
 - f. Explain how the spirit of the ordinance and substantial justice will be observed if the Variance is granted.

Additional Information:

- Applications submitted after the deadline will be processed for the next available scheduled meeting. (see page 6 for filing deadlines)
- Incomplete or illegible application will not be accepted.
- You will be notified by email, fax, or mail of the meeting. The Applicant is required to attend the meeting and bring documents, pictures, and drawings to the meeting.
- Signs will be placed on the subject property stating an application has been submitted. These signs must remain on the subject property until after the meeting. The City will remove the signs at the appropriate time.

VARIANCE, APPEAL, & SPECIAL EXCEPTION

Variance Criteria

A variance from provisions in the Unified Development Code (except permitted uses and procedural requirements) may be authorized when it will not be contrary to the public interest, when literal enforcement of the ordinance would result in unnecessary hardship due to special conditions, and that the spirit of the ordinance and substantial justice will be observed.

Answer the questions on the following pages, as evidence that the request complies with the conditions required for approval of a variance (extra pages and supplemental illustrations or photographs may be requested by staff)

Requested Zoning Variance:

1. Variance pertains to Section _____ of the Unified Development Code (UDC) which requires...

2. Describe in detail all efforts made to comply with the requirements of the regulation or ordinance reference in Item 1, above, including dates where applicable.

3. Describe the action you would like the Board of Adjustment to take in reference to this application.

VARIANCE, APPEAL, & SPECIAL EXCEPTION

4. The Variance is not contrary to the public interest, because:

5. Literal enforcement of the ordinance would result in unnecessary hardship, due to special conditions, because:

6. The spirit of the ordinance and substantial justice will be observed if the Variance is granted, because:

ARCHITECTURAL WAIVER

<u>Applicant</u>	<u>Property Owner</u>
Name: _____	_____
Organization: _____	_____
Mailing Address: _____	_____
City, State, Zip: _____	_____
Phone Number: _____	_____
Fax Number: _____	_____
Email Address: _____	_____
Signatures: _____	_____

<u>Property Description:</u>				
Street Address: _____				
Legal Description: _____ (Separate attachment accepted)				
Dimensions of Lot: _____				
Frontage	Depth	Square Feet	Acreage	
Parcel ID: _____ (6 Digits)		Zoning District: _____		
Present Land Use: _____		Proposed Land Use: _____		
Existing Building on Property? <input type="checkbox"/> Yes <input type="checkbox"/> No Year Built _____ S.F of Building _____				
Is a portion of property located in: <input type="checkbox"/> Floodplain <input type="checkbox"/> CBD				
<u>To Be Completed By Staff:</u>				
Case Name: _____		Case Manager: _____		
Date Received: _____		Submittal Completion Date: _____		
P&Z Meeting Date: _____		Record of Action: _____		

ARCHITECTURAL WAIVER

Request For: (Check one) ☐ Preliminary Proposal ☐ Final Proposal ☐ Architectural Waiver

Filing Fee: \$250.00/waiver + \$15.00 Technology Fee = \$_____

Submittal Requirements:

- ☐ 1. Complete Architectural Waiver Application with all required contact information
- ☐ 2. **One set of the Site Plan and Building Elevations no larger than 11x17 (Scaled drawing and include the following):**
 - a. North Arrow
 - b. Scale
 - c. Property lines
 - d. Adjacent streets (names), alleys and sidewalks
 - e. Existing setbacks and proposed setbacks
 - f. Public or private easements
 - g. Location of Floodplain, if necessary
 - h. Location of existing and proposed structures, additions or other improvements
 - i. Location of existing and proposed drives and parking
 - j. Dimensions of existing and proposed improvements
 - k. Elevation and dimensioned drawings of proposed building, signs, or other improvements
 - l. Landscape and grading plan
 - m. Details of doors, windows, light fixtures and other architectural elements.
- ☐ 3. **Photographs, graphics, letters, and etc.** (If applicable)
- ☐ 4. **In a typed letter, please identify any proposed modifications or improvements. If you are requesting a waiver, please describe in detail all efforts made to comply with the architectural requirements of the regulation and proposed changes.**

*Homeowners, Neighborhood & Property Management
Registration Form*

Subdivision/Association Name: _____

Contact Person for HOA/NA: _____

Mailing Address Line 1: _____

City, State, Zip Code: _____

Phone: _____

HOA Web Address: _____

E-Mail: _____

Signature: _____

Neighborhood Boundaries: (list the streets)

East _____ *West* _____

South _____ *North* _____

If your HOA/NA is managed by a property managing company:

Property Manager: _____

Contact Person: _____

Address Line 1: _____

City, State, Zip Code: _____

Phone: _____ *Alternate Phone:* _____

Website Address: _____

E-Mail: _____

Signature: _____

The information above will be made available to the public.