

# CIVIL PLANS SUBMITTAL CHECKLIST RESIDENTIAL



**PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION.  
FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS, MAY RESULT IN AN  
INCOMPLETE SUBMITTAL AND REJECTION**

## Instructions

- Use the attached list to verify the completeness of the engineering plans being submitted.
- Check the box next to each item that has been provided on the plans.
- If an item or section is not applicable to the given project, write “N/A”.
- Add notes next to any items where clarification to Town staff is needed.
- Sign and complete contact information at end of checklist. Scan signed checklist and submit with other electronic files listed below.
- Engineering Plan Review Fee must accompany all initial submittals.
- Attach the completed checklist with the engineering plans at the time of first submittal only.
  - Each set should include the following sheets as applicable:
  - Cover Sheet
    - Town General Notes
    - Final Plat
    - Erosion Control Plan
    - Grading Plan
    - Paving Plans (including trails)
    - Drainage Area Map and Drainage Plans
    - Water and Sewer Plans
    - Sidewalk Layout Plan
    - Street Light and Street Sign Plan
    - Construction Details (including Town of Prosper Trail Details and Notes)
    - Tree Survey and Preservation Plan (See Detailed Tree Survey Checklist )
    - Landscaping and Irrigation Plans (see separate checklist for required items)

# CIVIL PLANS

## SUBMITTAL CHECKLIST

### RESIDENTIAL CONT.



Depending on size of development, items listed above can be combined on the same sheet. However, ensure all pertinent information is clear for each area and scale of drawing is appropriate for each item.

Please note the following information is intended to assist the design engineer in preparation of civil drawings for review by Town Staff. The following checklists is not intended to be a definitive list of all information. **Items listed in bold and marked with an asterisk“ \* ” are required items on all civils sets. Submittals shall be rejected if denoted items are not included within each civil set.** (waivers from said items must be pre-approved from the Assistant Director of Engineering Services over Development) Refer to Town design manuals for complete design information. This checklist should be used for all infrastructure projects associated with non-residential development. *This checklist should be used for all infrastructure projects to be located in right-of-way or public easement not intending to serve specifically non-residential development.*

#### General

- Title block with engineering firm information, registration number, engineer’s seal, sheet title, and page numbers clearly shown\***
- A minimum of two (2) benchmarks\***
- Legend (relevant to each sheet) showing all special symbols, line types and hatches used\***
- North Arrow and scale clearly shown on each plan sheet
- Street names labeled on all existing, proposed, and future streets
- Lot & Block numbers and/or ownership info shown for all lots
- Caution notes shown when working next to any existing utilities (public and franchise)
- Accurate and current vicinity map included with north to the top

#### Grading Plan

- Erosion has setback estimated and 100-year flood plain shown as applicable\***
- Both on-site and off-site existing/proposed contours shown and labeled \***
- Lot-to-lot drainage is not allowed on residential lots. Drainage from two adjacent lots only is allowed to be shared on side yard property lines. \***
- Side yards with retaining walls must have a swale on high side of wall to prevent draining all on low side lot. \***
- Clearly show all walls and label top/bottom elevations of the wall at key locations \***
- FEMA 100-year floodplain and Fully Developed 100-year floodplain delineated (with heavy line weight)\***
- Existing and proposed contours at one (1) foot intervals, including berms
- Proposed contours tie back into existing contours
- Provide a letter of permission for offsite grading if necessary
- Maximum slope for grading is 3:1 (33%)
- Retaining walls and trails must be shown on the grading plan. With a note stating all walls will require a building permit
- Retaining walls shall not run longitudinally within utility or drainage easements. No portion of walls shall be in the right-of-way.
- Finished Floor Elevations (on plat) are a minimum of two (2) feet above the adjacent ultimate 100-year water surface elevation

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- Date and name of firm who prepared geotechnical report with corresponding note stating: "Work shall be done in accordance with Geotechnical Report by \_\_\_\_\_, dated \_\_\_\_\_."
- Show driveway locations for all lots adjacent to storm inlets (residential)
- Show drop grade beams and elevations as needed
- Positive overflow provided at all low points, easements dedicated as needed
- Finished pad and/or floor elevations shown
- Minimum finished floor elevations shown adjacent to floodplains, ponds, creeks/channels, etc.
- Cross-sections and flow data for all swales and open channels provided
- Erosion Hazard Setback and 100-yr floodplain shown as applicable\***

#### Paving Plan

- Roadways shall be designed in accordance with the Town of Prosper Roadway Design Requirements

#### Plan View

- For all new streets, a site specific geotechnical evaluation and pavement design must be submitted with plans following Town Paving & Subgrade Design standards \***
- Typical section is provided for each roadway type to be constructed \***
- For streets, centerline stationing at every one hundred (100) feet, PC's, PT's, and curve data labeled \***
- Storm inlets identified with paving stations and top of curb elevations at center of inlet \***
- Drainage clarified by flow arrows at crests, sags, ridges, intersections, and valley gutters \***
- Guardrail required when slopes exceeding 3:1, walls, or other obstructions are within thirty (30) feet of roadways or driveways
- Intersection, driveway and island curb radii labeled
- All sidewalks, trails, barrier free ramps, power poles, and transformers shown, labeled and dimensioned
- Existing, proposed, future streets and drives shown and labeled
- Right-of-way corner clips and sight visibility easements provided
- Show driveway locations for all lots adjacent to storm inlets

#### Profile View

- Proposed top of curb line shown for all public streets, proposed invert line shown for all alleys \***
- Show right and left top of curbs at intersections where split grade occurs \***
- Top of curb/pavement elevations labeled at every fifty (50) foot stations \***
- Vertical Curve stationing and elevations including PVC, PVI, PVT, crest/sag location, curve length, algebraic grade difference, and "K" values shown at a minimum \***
- Existing ground line for left, right, and center of right-of-way shown
- Street grades shown to the nearest 0.01'. Maximum and minimum grades per street design manual
- Show "compacted fill" callout/note for all areas of fill

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#### DRAINAGE AREA MAP

- All drainage design shall be done in accordance with the Town of Prosper Drainage Design Requirements \*
- Existing contours clearly shown for entire drainage basin, both onsite and offsite. Aerial topography or similar is acceptable for offsite areas \*
- Drainage areas and sub areas delineated and labeled \*
- Flow arrows for surface drainage shown \*
- Existing and proposed storm lines shown \*
- Detention/retention pond shown and labeled \*
- Erosion Hazard Setback, FEMA 100-year floodplain, and Fully Developed 100-year floodplain delineated \*
- Inlet designation labels shown
- Drainage easements shown and labeled
- Zoning indicated for all offsite areas and/or land use assumptions specified
- Rational Method Peak Runoff Rate Computation Table shown (Q=CIA)
- Use of calculated Time of concentration separate from what is found in design manual, and weighted runoff coefficient calculations need prior approval

#### HYDRAULIC CALCULATIONS

- Street Flow Computation Table provided for all public and private streets \*
- Inlet Interception Computation Table provided for all inlets on public or private streets\*
- Pipe Hydraulics Computation Table \*

#### DETENTION POND DESIGN & CALCULATIONS

- Detention pond design calculations shown and method used specified \*
- Provide detention pond volume sizing calculations and/or computation table \*
- Provide stage-discharge table and/or curve information \*
- Provide weir and/or orifice sizing calculations for outfall structures \*
- Detail of pond outfall structure showing all elevations as necessary \*
- Existing and proposed contours shown and labeled
- Cross-section of pond including side slopes, normal pool elevation (if applicable), show 100-year WSE, 25- year WSE, 10-year WSE, and 2-year WSE
- Trash rack (and detail) provided for smaller orifice openings
- Overflow spillway location and design information provided
- Erosion Hazard Setback Easement and 100-year floodplain(s) shown as applicable
- Show and label all existing/proposed utilities and easements
- Access/maintenance ramp provided (max slope 6:1)

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#### STORM SEWER PLAN

##### Plan View

- Show and label all existing and proposed utilities \*
- Label inlet type, size, paving station, and top of curb elevation at a minimum \*
- Label type and size of existing/proposed structures (i.e. headwalls, manholes, junction boxes) \*
- Label type, size and dimensions of all permanent outfall erosion protection \*
- Show centerline stationing for pipe with PC & PT stations and curve data \*
- FEMA 100-year floodplain and Fully Developed 100-year floodplain shown \*
- Provide applicable construction details for all drainage structures \*
- Dimension location/spacing of utilities
- 100-year gutter flows and bypass shown at each inlet along public streets and fire lanes
- Label centerline stations for lateral connections, manhole and junction box locations, pipe size changes, headwalls, and future stub out connections

##### Profile View

- Show all hydraulic data including pipe flow, pipe capacity, hydraulic slope, velocity, velocity head, and partial flow data (if applicable including velocity and flow depth) for EACH pipe segment \*
- Label station and flowline elevation information for all structures, crossings, laterals, etc. \*
- Label flowlines at every fifty (50) foot station \*
- Indicate length, type/class, slope and size of all storm pipes \*
- Show and label 100-year HGL and list elevations at all junctions \*
- All utility crossings and parallel sewer lines shown in profile \*
- 100-year WSE shown at outfall for ponds, creeks and channels. \*
- Ground line (existing and proposed) shall be shown for a minimum of 50 ft beyond outfall \*
- Existing and proposed ground line at centerline of pipe shown and labeled\*

#### WATER PLAN

- Water lines shall be designed in accordance with the Town of Prosper Water Design Requirements
- Water lines shall be extended to the adjacent property where applicable

##### Plan View

- Show and label all existing and proposed utilities \*
- Label size, type and pressure class for all proposed water mains \*
- Show and label all fire hydrants, valves, fittings, FDC locations, fire lanes, and back-flow prevention \*
- Show and label all water services
- Show and label all easements
- Dimension location of all mains, services, meters, and spacing from other utilities
- Curve data and stationing provided as necessary

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#### Profile View

- Profile all water mains twelve (12) inches and larger, or where potential conflict may arise \*
- Label station and flowline elevations at one hundred (100) foot intervals, and for all fittings, laterals, and crossings \*
- All utility crossings and parallel wastewater/storm lines shown in profile \*
- Existing and proposed ground line at centerline of pipe shown and labeled correctly
- Indicate length, type/class, slope and size of all lines
- Indicate length, type and size of encasement as needed

#### WASTEWATER PLAN

- Wastewater lines shall be designed in accordance with the Town of Prosper Wastewater Design Requirements
- Wastewater lines shall be extended to adjacent properties where applicable

#### Plan View

- Show and label all existing and proposed utilities \*
- Label line name, size, and type of all proposed wastewater lines \*
- Stub outs labeled with size, slope, length, and flowline elevations (if not profiled) \*
- Dimension location of all mains from other utilities
- Show and label all wastewater laterals
- Show and label all easements
- Show centerline stationing for wastewater mains
- Show and label all manholes with rim elevations, as well as cleanouts
- Indicate type and size of encasement where needed
- Show flow direction arrows for wastewater mains
- Topographic contours shown to delineate wastewater basins

#### Profile View

- Profile shown for all mains eight (8) inches and larger, or where a potential conflict may arise \*
- Label station and flowline elevation information for all manholes, cleanouts, crossings, and laterals \*
- Label flowlines at every fifty (50) foot station \*
- Manhole inflow and outflow elevations to be designed with a minimum of 0.1' drop \*
- Indicate length, type/class, slope and size of all wastewater pipe between manholes \*
- All utility crossings and parallel storm lines shown in profile \*
- Existing and proposed ground line at centerline of pipe shown and labeled
- Indicate the type and diameter for all manholes
- Indicate length, type and size of encasement as needed

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## STREET LIGHT & STREET SIGN PLAN

- Show all street light locations, consideration should be given to electrical layout from the utility company \*
- Show all stop signs and traffic related signage locations \*
- Street lights shall be located on the opposite side of the street from the stop sign
- Street lights shall not be located at lot lines where water services are located
- Verification of fire hydrant placement relative to street lights and stop signs (5 ft clear area)
- If symbols used in plan, appropriate legend included for clarification

## SIDEWALK PLAN (Residential Subdivision)

- Provide a single scalable sheet showing all sidewalks and/or hike and bike trails to be installed with the development
- Distinguish between developer installed sidewalks and homebuilder installed sidewalks
- Show actual layout locations and sizes of all proposed sidewalks and barrier free ramps
- Specify the type of barrier free ramps used at all locations
- Confirm sidewalk layout and grades meet ADA and TDLR standards

## MISCELLANEOUS

- Site Plans, Plats, etc. shall follow all applicable planning checklists found in the Town of Prosper Development Manual.\*
- Landscape Plans \* (and associated Irrigation Plans) included with civil plans and designed per Town of Prosper Development Manual.
- Detailed Tree Survey \*, as applicable, meeting requirements found on checklist within the Town of Prosper Development Manual.
- Standard Details shall be provided on features needing proper design guidance not covered in the Town of Prosper Specifications \*
- Geotechnical Report, as applicable, and associated checklist as identified in Town's Paving and Subgrade Design Manual \*

"I, the undersigned, Engineer of Record for this project, hereby certify that I have reviewed the Civil Engineering Plan Submittal Process Packet, the Town Engineering Design Standards and that the information provided herein is correct and complete to the best of my knowledge."

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Printed Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Project Name**  
**Address or location:** \_\_\_\_\_ **Email:** \_\_\_\_\_

# CIVIL PLANS SUBMITTAL

## Purpose

Civil Plans are required to ensure conformance to the Zoning Ordinance, Subdivision Ordinance Code of Ordinances, and Design manual

The following shall be submitted with a Site Plan Submittal:

- Final Plat

The following shall be submitted with the Civil Plans

- Landscape Plan
- Irrigation Plan
- Detailed Tree Survey
- Tree Mitigation

## Approval Body

Civil Plan are approved by Town Staff

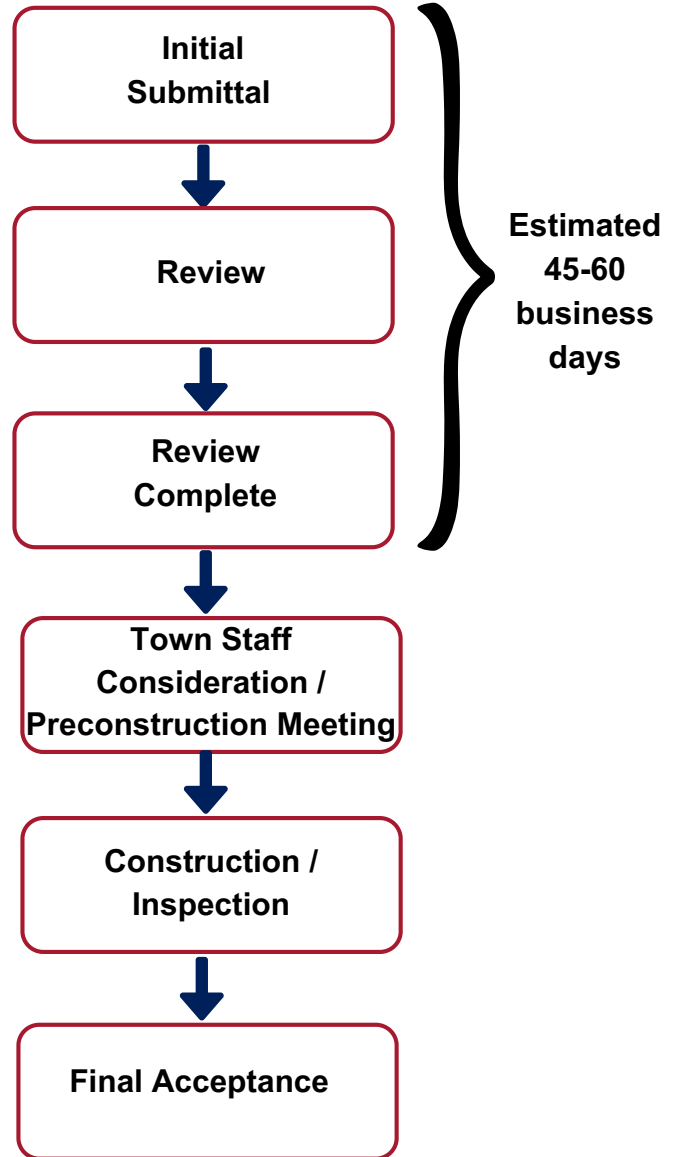
## Fees

- Residential Development
  - \$500+25.00 per lot
- Non-Residential Development
  - \$500 + 200.00 per acre

Land Disturbance

- Single Family residential Lot
  - \$50.00
- Tracts one acre or less
  - \$ 50.00
- Tracts greater than one acre
  - \$200.00
- Floodplain reclamation only
  - \$500.00
- Floodplain study review
  - \$3000.00 + \$150.00 administrative fee

\*Floodplain study review fee: \$3,000.00 deposit includes two (2) reviews and one (1) meeting. The \$150.00 is a nonrefundable administrative fee. After third party billing, any excess fees will be refunded.



## Required Forms & Exhibit

All requests are submitted online via the Citizen Self Service (CSS) Portal and shall be submitted per the development schedule.

- Signed checklist for each plan
- Exhibits