

PUBLIC IMPROVEMENT CONSTRUCTION PLAN APPLICATION FORM

Updated: October, 2019

Permit # _____



CONTACT INFORMATION

Applicant's Name		Property Owner	
Applicant's Title		Owner's Title	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

Review & Enforcement correspondence is sent to the Applicant. Owner = person or legal entity currently holding the title to the property.

PROPERTY INFORMATION

Subject Property Address: _____

Area in Acreage: _____ **Tax ID #: R** _____ **Zoning District(s):** _____

Legal Description: Lot _____ **Block** _____ **Subdivision** _____

DESCRIPTION OF REQUEST

Contract Value: _____

Description & Purpose of proposed improvements: _____

AUTHORIZATION

All required application documents and fees have been included with this application. I understand that the City of San Marcos will only accept this application and fees when all required documentation has been provided.

Filing Fee as noted on pg. 2 **Technology Fee \$13** **TOTAL FEE ATTACHED \$** _____

Applicant's Signature: _____ **Date:** _____

Printed Name: _____

CHECKLIST FOR PUBLIC IMPROVEMENTS CONSTRUCTION PLAN APPLICATION

Items Required for Complete Submittal		Check Here if Not Applicable - written explanation <i>required</i> , use additional pages as necessary	
<input type="checkbox"/>	Completed Application for Public Improvements Construction Plan	<input type="checkbox"/>	
<input type="checkbox"/>	Filing Fee for Subdivision Improvements including more than 1 type of Infrastructure: \$2,378 plus \$50 per acre (\$4,000 max) Filing Fee for Individual Transportation or utility infrastructure extensions: \$1,181 plus \$5 per linear ft. Technology Fee: \$13	<input type="checkbox"/>	
<input type="checkbox"/>	Authorization to represent the property owner, if applicant is not the owner	<input type="checkbox"/>	Applicant is the property owner
<input type="checkbox"/>	Approved Watershed Protection Plan	<input type="checkbox"/>	
<input type="checkbox"/>	Final Subdivision Plat	<input type="checkbox"/>	
<input type="checkbox"/>	Engineer's Opinion of Probable Construction Cost	<input type="checkbox"/>	
<input type="checkbox"/>	Geotechnical Report including pavement design specifications	<input type="checkbox"/>	
<input type="checkbox"/>	Hydraulic Calculations (detailed, such as routing program computations not included on construction plan sheets)	<input type="checkbox"/>	
<input type="checkbox"/>	Construction Specifications signed and sealed by a professional engineer licenses in the State of Texas	<input type="checkbox"/>	
<input type="checkbox"/>	Construction Plans signed and sealed by a professional engineer licensed in the State of Texas, including*: <ul style="list-style-type: none"> • General <ul style="list-style-type: none"> *24"x36" sheets *North Arrow *Scale *Existing Utilities – water, wastewater, stormwater, gas, electric, communications *Property Lines *Right of Way *Easements *100-year floodplain • Cover Sheet <ul style="list-style-type: none"> *Project Title *Index of all sheets *Vicinity Map (1"=2,000' or larger) *Names and Contact information for Owner, Developer, Engineer, Other professionals involved *City of San Marcos Approval Block for Directors of: Department of Environment & Engineering, Department of Water & Wastewater, Department of Public Works *Contact Information for Coordination and Emergency including – City of San Marcos Department of Environment & Engineering, City of San 	<input type="checkbox"/>	

Marcos Engineering Inspection Services, Electric Utility, Water Utility, Cable Utility, Telephone Utility, Natural Gas Utility, Texas Commission on Environmental Quality, Texas Department of Transportation, Railroad

- General Information
 - *General Construction Notes
 - *Sequence of Construction
- Erosion and Sedimentation Control and Plan Details
 - *Stabilized Construction Entrance
 - *Silt Fence (for drainage area <1 acre)
 - *Rock Berms (for drainage areas between 1 & 5 acres)
 - *Additional Erosion controls for disturbed drainage areas greater than 5 acres
 - *Storm drain inlet protection
 - *Alternative erosion and sediment controls (approved on a case-by-case basis)
 - *Identify soil stockpile and construction staging areas and controls
 - *Temporary and permanent re-vegetation specifications
 - *TPDES Stormwater Pollution Prevention Plan or reference thereto
 - *Details for sedimentation basin culvert / discharge structure
- Predevelopment Drainage Plan & Summary Calculations
 - *Minimum scale 1' = 200'
 - *Proposed topography with minimum 2' contour intervals
 - *Area, runoff coefficient, time concentration, rainfall intensity, and peak runoff for each sub-area
- Drainage System Plan, Calculations and Details
 - *Inlet sizing calculations
 - *Pipe sizing calculations and pipe specifications
 - *Channel sizing calculations
 - *Appropriate detention facility design 1) Stage-storage-discharge relationships for detention facilities, 2) inlet and outlet erosion protection, 3) sediment filtration
 - *Details, as applicable for – Pipe trench detail, curb inlet, area inlet, junction box, detention basin inlet structure, detention basin outlet structure
- Roadway Plan and Profile Sheets and Details
 - *minimum scale 1" = 50' horizontal, 1' = 5" vertical
 - *Plan - right-of-way; horizontal layout points, bearings and distances, curve data; paved roadway width; sidewalk and / or hike and bike trail location and dimensions; intersection sight distance (horizontal and vertical)
 - *Profile – existing centerline elevation; proposed surface centerline elevation; vertical curve data
 - *Details as applicable for – typical roadway section, curb & gutter, sidewalk, hike and bike trail, accessible route warning pavers
- Wastewater plan and profile sheets and details
 - *Minimum scale 1" =50' horizontal, 1" =5' vertical
 - *computation of design flows
 - *pipe size, material and slope
 - *pipe capacity and velocity when flowing full
 - *peak wet weather flow
 - *utility crossings shall be shown on profile
 - *details, as applicable for – pipe trench detail, pipe mandrel (sized properly for pipe type and size), wastewater service and cleanout
- Water system plan (and profile for water lines greater than 12") and details
 - *minimum scale 1" = 50" horizontal, 1" = 5' vertical

	<ul style="list-style-type: none"> *joint restraint calculations *utility crossings shall be shown on profile *details, as applicable for - pipe trench detail, water valve and box, air valve and box, fire hydrant assembly, water service and meter box, blow-off assembly • Electric and Communications Plan *street light locations *details, as applicable for – light post function; light post standard, mast arm and luminaire • Striping and signage plan *Details, as applicable for – sign standards and signs, striping layouts and specifications (if not detailed on plan) • Traffic Control Plan • Additional information to be included, if applicable *TCEQ Construction Notes *Edwards Aquifer Recharge, Transition and/or Contributing Zone *Edwards Aquifer Recharge Features *Sensitive Feature Protection Zone Boundaries *Water Quality and Buffer Zones 	
<input type="checkbox"/>	Date of approval for Concept or Master Plan: _____	<input type="checkbox"/> Not Applicable**
<input type="checkbox"/>	Date of approval of Preliminary Plan: _____	<input type="checkbox"/> Not Applicable**
<input type="checkbox"/>	Date of approval for Out of City Utility Request: _____	<input type="checkbox"/> Not Applicable**
<input type="checkbox"/>	Date of approval for Phase 2 Watershed Protection Plan: ____	<input type="checkbox"/> Not Applicable**
<input type="checkbox"/>	List accompanying or pending applications here: _____	
Additional information may be required at the request of the Department		
<p>*each item listed must be submitted or an explanation provided</p> <p>**No explanation required</p>		

I hereby certify and attest that this application and all required documentation is complete and accurate. I hereby submit this application and attachments for review by the City of San Marcos.

Signed: _____ Date: _____

Print Name: _____

- Engineer
 Architect/Planner
 Surveyor
 Owner
 Agent

AGENT AUTHORIZATION TO REPRESENT PROPERTY OWNER

I, _____ (owner) acknowledge that I am the rightful owner of the property located at _____ (address).

I hereby authorize _____ (agent name) to serve as my agent to file this application for _____ (permit type), and to work with the Responsible Official / Department on my behalf throughout the process.

Signature of Property Owner: _____ Date: _____

Printed Name: _____

Signature of Agent: _____ Date: _____

Printed Name: _____

To be completed by Staff: Permit # _____ - _____