

Appendix B: Application Submittal & Content Requirements

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Section 1: Annexation Request Application Submittal Requirements

The applicant shall provide the following items, as digital copies in .pdf format (min. 300 dpi), in conjunction with the Annexation Request Application:

- A. Completed annexation request with each owner's original signature. Must include all owners' signatures if there are multiple owners of record.
- B. A copy of the deed showing current ownership.
- C. A clear and legible copy of the certified field notes (metes and bounds) prepared by a Texas Registered Surveyor describing the property that is being requested for annexation with a graphic exhibit (map, survey sketch, or plat) clearly showing the property. The boundary description and the graphic exhibit must each be contained on an "8 ½ x 11" sheet of paper. If the property is a subdivided lot, a copy of the recorded subdivision plat must be submitted.
- D. If applicable to the annexation under State law, an original executed service plan agreement executed by each owner of property within the area to be annexed.

Section 2: Zoning Application Submittal & Content Requirements

The applicant shall provide the following items in conjunction with Zoning Application with all required documentation being provided as digital copies in .pdf format (min. 300 dpi):

- A. An application fee per UDC Appendix A: Fee Schedule
- B. Completed application containing all authorizing original signatures with all required contact information.
- C. A letter addressed to the Planning and Zoning Commission and City Council explaining the request.
- D. A clear and legible copy of the certified field notes (metes and bounds) describing the property that is being requested for annexation with a graphic exhibit (map, survey sketch, or plat) clearly showing the property. The boundary description and the graphic exhibit must each be contained on an "8 ½ x 11" sheet of paper. If the property is a subdivided lot, please submit a copy of the recorded subdivision plat.
- E. A Planned Unit Development (PUD), at a minimum, shall include plans and documentation that address the following:
 1. Land Uses and Lot Sizes
 - Permitted/prohibited uses
 - Density
 - Minimum lot size and dimensions
 2. Site Development
 - Parking with ratios
 - Access and circulation
 - Setbacks
 - Building height
 - Impervious cover and maximum lot coverage
 - Architectural design
 3. Public Improvements
 - Street layout and design
 - Utility service and infrastructure
 - Drainage
 - Hike and bike trails and public sidewalks
 - Parkland and open space
 - Maintenance responsibilities and agreements
 4. Landscaping
 - Trees and conservation (Tree Survey Required)
 - Minimum requirements and type

Section 3: Preliminary Plan Application Submittal & Content Requirements

Section 3.1 Application Submittal Requirements: *Digital Copies in .pdf format Required*

The applicant shall provide the following items in conjunction with the Preliminary Plan Application with all required documentation being provided as digital copies in .pdf format (min. 300 dpi):

- A. An application fee per UDC Appendix A: Fee Schedule
- B. Complete application with all required contact information and original Owner Consent Form.
- C. Requirements for electronic submittal:
 1. Full size (22"x34"), Preliminary Plan set with scale no smaller than 1"=100'
 2. Plans shall be submitted in a PDF format (min. 300 dpi) via USB or dropbox link, or, in the event that the City activates a web-based electronic submission platform, through the applicable submission platform.
 3. A vector-based PDF is required. A Raster PDF, created from a scanned image, will not be accepted.
 4. Sheets shall be bookmarked. The bookmarked sheets must be identified by descriptive names which match the index of drawings on the cover sheet of the submittal.
 5. When creating drawings in CAD it is required that true type fonts be utilized for text.
 6. Plans shall be sealed. An electronic seal (dry seal) will be accepted.
 7. Plans shall be flattened by the designer prior to submittal.
 8. Accessory information, additional reports for example, shall be submitted in a PDF format. Submit an individual PDF for each accessory document. DO NOT merge all accessory documents into a single PDF.
 9. A title block shall be provided on each page to accommodate an electronic stamp. The title block shall be a minimum of 2 inches in height and a minimum of 5 inches in width. The title block shall be in a consistent location on each sheet of the submittal.
- D. All content indicated within the Preliminary Plan: Required Content Checklist. (Section 3.2 below).
- E. Engineer's Report providing project description to include water model and wastewater analysis.
- F. Drainage Report.
- G. Traffic Impact Analysis (TIA) and the applicable review fee per UDC Appendix A, Fee Schedule: 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, prepared by a qualified professional with experience in traffic flow analysis who shall prepare, seal and sign the traffic impact analysis certifying its completeness and accuracy. The traffic impact analysis must include the information specified in the Engineering Design Manual and must address UDC Subchapter 15. The independent variable used to calculate the number of expected trips is at the discretion of the Director.
- H. If a Traffic Impact Analysis (TIA) is not required prepared per UDC Subchapter 15 above, applicant shall submit 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.
- I. All Floodplain related documentation (i.e. floodplain map, CLOMR, etc.).

- J. A Phase One Environmental Assessment, meeting the ASTM E-1527 standard for all proposed public parkland.
- K. Applicable Travis County, Williamson County, & TxDot Permits (i.e. Driveway permit).
- L. Category 1A Land Title Survey completed within two (2) months of the date of application submittal, or formal certification from a Texas Registered Land Surveyor indicating continued validity of an older survey and the absence of additional easements or encumbrances not reflected on the original survey, and .pdf copies of all existing easements.

Section 3.2 Preliminary Plan Content Requirements:

The following items are required plan sheets and content requirements to be provided within a Preliminary Plan as described in Subchapter 15 of the Unified Development Code.

GENERAL INFORMATION																									
	Initial Submittal: Full size digital copy of 22" x 34", scale no smaller than 1"=100'.																								
	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. <table border="1" style="margin: 10px auto; width: 80%;"> <thead> <tr> <th colspan="6">City Approved Revision & Corrections</th> </tr> <tr> <th>No.</th> <th>Description</th> <th>Revise (R) Correct (C) Add (A) Void (V) Sheet No's</th> <th>Design Engineer Signature</th> <th>City of Pflugerville Approval</th> <th>Approval Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	City Approved Revision & Corrections						No.	Description	Revise (R) Correct (C) Add (A) Void (V) Sheet No's	Design Engineer Signature	City of Pflugerville Approval	Approval Date												
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No.	Description	Revise (R) Correct (C) Add (A) Void (V) Sheet No's	Design Engineer Signature	City of Pflugerville Approval	Approval Date																				
	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. 																								
	Minimum 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 provided below. <p>SURVEYOR'S CERTIFICATION STATE OF TEXAS: KNOW ALL MEN BY THESE PRESENTS: COUNTY OF _____: THAT I, _____, DO HEREBY CERTIFY THAT I PREPARED THIS PLAN FROM AN</p>																								

	<p>ACTUAL AND ACCURATE ON-THE-GROUND SURVEY OF THE LAND, AND THAT THE CORNER MONUMENTS SHOWN THEREON MARKING THE BOUNDARY OF THE PROPOSED SUBDIVISION, BUT NOT INTERIOR LOT LINES, WERE PROPERLY PLACED UNDER MY PERSONAL SUPERVISION, IN ACCORDANCE WITH ALL CITY OF PFLUGERVILLE, TEXAS CODES AND ORDINANCES AND THAT ALL KNOWN EASEMENTS WITHIN THE BOUNDARY OF THE PLAT ARE SHOWN HEREON. (SEAL)</p> <p>_____</p> <p>SIGNATURE OF REGISTERED PROFESSIONAL LAND SURVEYOR</p>
	<p>List all waivers, variances, property restrictions, etc.</p>
	<p>List all studies associated with project by title, author, and date (i.e. TIA, Water Model, Wastewater Analysis, Engineer’s Report, Drainage Report, etc.).</p>
	<p>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."</p>
	<p>Standard plan notes as provided to be placed on the coversheet.</p> <ol style="list-style-type: none"> 1. This plan lies within the City of Pflugerville <u> (full purpose jurisdiction or ETJ) </u>. 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. <i>(Commercial subdivision)</i> A six (6) foot wide sidewalk shall be provided on both sides of the street. 8. <i>(Residential subdivision: Applicable to lots adjacent to a Major Collector or Arterial Streets)</i> A six (6) foot wide sidewalk shall be provided on both sides of _____ street(s). 9. <i>(Residential subdivision: Applicable to lots adjacent to a Local Street and Minor Collectors)</i> A minimum of a 4-ft. wide public sidewalk shall be provided on both sides of _____ street(s). 10. <i>(Applicable to new construction of streets)</i> 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, as amended, 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, both as amended. 12. <i>(Residential Subdivision)</i> Where applicable, the Public Parkland dedication and Park

	<p>Development Fee shall be calculated at a rate required by City Ordinance # 1203-15-02-24, as amended.</p> <p>13. <i>(Residential Subdivision,)</i> {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.}</p> <p>14. The Community Impact Fee rate for water and wastewater will be assessed at the time of final plat.</p> <p>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.</p> <p>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, as amended.</p> <p>17. The owner of this subdivision, and his or her successors and assigns, assumes responsibility for plans for construction of subdivision improvements that comply with applicable codes and requirements of the City of Pflugerville, as amended.</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. [A or No] 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, as amended.</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>
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“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. (A Minimum of two (2) Permanent Benchmarks per EDM (Vertical & Horizontal Coordinates - State Plane Coordinate System) are required).
	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.
	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 ensure 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 of City's Code, as amended. 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 the UDC 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 {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’.
	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 of City’s Code, as amended.
	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 Manning’s “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 of City’s Code, as amended.
	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.
	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 Manning's "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 of City's Code, as amended.
	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.
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 per the Tree Technical Manual.
	Standard Tree Preservation Notes per the Tree Technical Manual.

	Tree Protection Construction Details per the Tree Technical Manual.
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 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.

Section 4: Final Plat Application Submittal & Content Requirements

Section 4.1 Application Submittal Requirements: *Digital Copies in .pdf format Required*

The applicant shall provide the following items in conjunction with the Final Plat Application with all required documentation being provided as digital copies in .pdf format (min. 300 dpi):

- A. An application fee per UDC Appendix A: Fee Schedule.
- B. Recording Fee per the applicable County's fee schedule (Not required if located in the ETJ).
- C. Payment of any required Impact Fee, if applicable.
- D. Complete application with all required contact information and original Owner Consent Form and waiver.
- E. Initial Electronic Submittal:
 1. Final Plat (18"x 24", no smaller than 1"= 100')
 2. Plans shall be submitted in a PDF format (min. 300 dpi) via USB or dropbox link, or, in the event that the City activates a web-based electronic submission platform, through the applicable submission platform.
 3. A vector-based PDF is required. A Raster PDF, created from a scanned image, will not be accepted.
 4. Sheets shall be bookmarked. The bookmarked sheets must be identified by descriptive names which match the index of drawings on the cover sheet of the submittal.
 5. When creating drawings in CAD it is required that true type fonts be utilized for text.
 6. Plans shall be sealed. An electronic seal (dry seal) will be accepted.
 7. Plans shall be flattened by the designer prior to submittal.
 8. Accessory information, additional reports for example, shall be submitted in a PDF format. Submit an individual PDF for each accessory document. DO NOT merge all accessory documents into a single PDF.
 9. A title block shall be provided on each page to accommodate an electronic stamp. The title block shall be a minimum of 2 inches in height and a minimum of 5 inches in width. The title block shall be in a consistent location on each sheet of the submittal.
- F. All content required per Section 4.3, Final Plat: Required Content Checklist.
- G. Traffic Impact Analysis (TIA) and the applicable review fee per UDC Appendix A, Fee Schedule: 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 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 Engineering Design Manual and must address UDC Subchapter 15. The independent variable used to calculate the number of expected trips is at the discretion of the Director.
- H. 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.
- I. All Floodplain related documentation (i.e. floodplain map, CLOMR, etc.).

- J. A Intent to Serve letter signed by an authorized representative of each water and wastewater utility.
- K. A warranty deed conveying the parkland to the City or cash payment in lieu of, or in combination with, parkland dedication, if applicable.
- L. Applicable Travis County, Williamson County, & TxDot Permits (i.e. Driveway permit).
- M. Category 1A Land Title Survey completed within two (2) months of the date of application submittal, or formal certification from a Texas Registered Land Surveyor indicating continued validity of an older survey and the absence of additional easements or encumbrances not reflected on the original survey, and .pdf copies of all existing easements.

Section 4.2 Final Submittal Requirements After All Comments Are Addressed:

- A. Three (3) original paper 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 paper copies.
- B. Provide an AutoCAD DWG file in either 2000 or 2004 format, which is required prior to plat being recorded.
- C. Recordation fees and an original certified tax certificate from the County Appraisal District showing that all taxes have been paid shall be provided prior to recordation.
- D. The Plat will not be recorded until the public improvements have be constructed and accepted by the City and/or applicable governmental entity or utility service provider, 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.

Section 4.3 Final Plat Content Requirements:

The following items are plan sheets and content requirements that shall be provided within a Final Plat as described in Subchapter 15 of the Unified Development Code.

General Information	
	Initial Submittal: Full size electronic copy of 18" x 24", no smaller than 1"=100'.
	All drawings are computer generated and do not contain hand drawn items.
	Scales, North Arrow, and Legend.
	Signed and sealed by professional Engineer licensed to operate in the state of Texas.
Plat Sheet(s)	
	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)
	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 of the City's Code.

Signature and Notation Sheet

	<p>The City Certification from the Planning and Zoning Commission, Planning Director and City Secretary as provided below.</p> <p>SUBDIVISION PLAT (FINAL, MINOR, AMENDED) SIGNATURE BLOCKS:</p> <p>CITY CERTIFICATION APPROVED THIS ____ DAY OF _____, ____ BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF PFLUGERVILLE, TEXAS, ON BEHALF OF THE CITY.</p> <p>_____ _____(NAME)_____, CHAIRMAN</p>
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THIS PLAT REFLECTS THE APPROVAL GRANTED BY THE PLANNING AND ZONING COMMISSION ON THE DATE INDICATED ABOVE.

_____(NAME)_____, PLANNING DIRECTOR

ATTEST:

_____(NAME)_____, CITY SECRETARY

CITY CERTIFICATION FOR MINOR PLAT

APPROVED THIS ____ DAY OF _____, 20__, BY THE PLANNING DIRECTOR OF THE CITY OF PFLUGERVILLE, TEXAS ON BEHALF OF THE CITY OF PFLUGERVILLE.

_____(NAME)_____, PLANNING DIRECTOR

ATTEST:

_____(NAME)_____, CITY SECRETARY

CITY CERTIFICATION FOR AMENDED PLAT

THIS AMENDED PLAT COMPLIES WITH THE CRITERIA FOR ELIGIBILITY OF AMENDED PLATS AND IS HEREBY APPROVED THIS ____ DAY OF _____, ____, BY THE PLANNING DIRECTOR OF THE CITY OF PFLUGERVILLE, TEXAS ON BEHALF OF THE CITY OF PFLUGERVILLE.

_____(NAME)_____, PLANNING DIRECTOR

ATTEST:

_____(NAME)_____, CITY SECRETARY

The Signed and notarized Owner's Dedication Statement as provided below.

SUBDIVISION PLAT (FINAL, MINOR, AMENDED, REPLAT) SIGNATURE BLOCKS:

OWNER'S DEDICATION STATEMENT

STATE OF TEXAS:

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____:

THAT _____, BEING THE OWNER OF ____ ACRES OF LAND OUT OF THE _____ SURVEY NO. ____, ABSTRACT NO. _____ IN _____ COUNTY, TEXAS. SAME BEING CONVEYED BY DEED OF RECORD IN VOLUME ____, PAGE _____, OF THE REAL PROPERTY RECORDS OF _____ COUNTY, TEXAS DOES HEREBY SUBDIVIDE ____ ACRES OF LAND IN ACCORDANCE WITH THIS PLAT TO BE KNOWN AS _____, AND DO HEREBY DEDICATE TO THE PUBLIC THE USE OF ALL STREETS, ALLEYS, PARKS, AND EASEMENTS SHOWN HEREON.

WITNESS MY HAND, THIS THE ____ DAY OF _____, ____, AD

OWNER'S NAME
OWNER'S ADDRESS

STATE OF TEXAS:
COUNTY OF _____:
BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED
_____, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE
FOREGOING INSTRUMENT OR WRITING, ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME FOR
THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.
WITNESS MY HAND AND SEAL OF OFFICE, THIS THE ___ DAY OF _____ 20 ___, A.D.
(SEAL)

NOTARY PUBLIC'S SIGNATURE

The signed and sealed Engineer's Floodplain and Surveyor's Certification as provided below.

SUBDIVISION PLAT (FINAL, MINOR, AMENDED, REPLAT) SIGNATURE BLOCKS:

SURVEYOR'S CERTIFICATION
STATE OF TEXAS:
KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF _____:
THAT I, _____, DO HEREBY CERTIFY THAT I PREPARED THIS PLAT FROM AN
ACTUAL AND ACCURATE ON-THE-GROUND SURVEY OF THE LAND, AND THAT ALL CORNER
MONUMENTS SHOWN THEREON WERE PROPERLY PLACED UNDER MY PERSONAL SUPERVISION, IN
ACCORDANCE WITH ALL CITY OF PFLUGERVILLE, TEXAS CODES AND ORDINANCES AND THAT ALL
KNOWN EASEMENTS WITHIN THE BOUNDARY OF THE PLAT ARE SHOWN HEREON.
(SEAL)

SIGNATURE OF REGISTERED PROFESSIONAL LAND SURVEYOR

ENGINEER'S FLOOD PLAIN CERTIFICATION

NO PORTION OF THIS TRACT IS WITHIN THE BOUNDARIES OF THE 100-YEAR FLOOD PLAIN OF ANY
WATERWAY THAT IS WITHIN THE LIMITS OF STUDY OF THE FEDERAL FLOOD INSURANCE
ADMINISTRATION, FIRM PANEL NO. _____, DATE _____, ___ FOR _____
COUNTY, TEXAS.
(SEAL)

SIGNATURE OF REGISTERED PROFESSIONAL ENGINEER

-OR-
A PORTION OF THIS TRACT IS WITHIN THE BOUNDARIES OF THE 100-YEAR FLOOD PLAIN AS INDICATED
ON THE FEDERAL FLOOD INSURANCE ADMINISTRATION, FIRM PANEL NO.
_____, DATE _____, ___ FOR _____ COUNTY, TEXAS.
(SEAL)

SIGNATURE OF REGISTERED PROFESSIONAL ENGINEER

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.

Standard plat notes as provided below.
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.) is hereby 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. *(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)* 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 Community Impact Fee rate for water and wastewater is hereby assessed 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, as amended.
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.

Section 5: Construction Plan Application Submittal & Content Requirements

Section 5.1 Application Submittal Requirements: Paper & Digital Copies in .pdf format Required

The applicant shall provide the following items in conjunction with the Construction Plan Application with all required documentation being provided as digital copies in .pdf format (min. 300 dpi):

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

Section 5.2 Final Submittal After All Comments Are Addressed:

- A. Engineer of Record shall submit two full size (22" x 34") and three 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 within seven (7) calendar days of the City's notification that plans are approved.
- B. Copies of the Notice of Intent or Small construction Site Notice are also required for submittal.

Section 5.3 Construction Plan Content Requirements

The following plan sheets and content requirements shall be provided within a Construction Plan as described in Subchapter 15 of the Unified Development Code.

General Information	
	Full size copy of 22" x 34".
	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.
	Minimum 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}	
	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.
	City of Pflugerville Standard Tree Preservation Notes (Per Tree Technical Manual).
Final Plat	
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 of the City’s Code, as amended.
	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.
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 of the City’s Code, as amended.
	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 Manning’s “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-foot 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 of the City's Code, as amended.
	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 Manning's "n" for Sheet Flow, Shallow Concentrated Flow, and Channel or Storm Drain Flow conditions.
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-foot 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 of the City's Code, as amended.
	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.
	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 latest version 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.
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 of the City's Code, as amended.
	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 of the City's Code, as amended.
	Proposed drainage facilities.
	Pond layout with flow line information provided at all inflow and outfall points.
	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 City of Austin 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.
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 requirements.
	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 inches (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, as amended.
	Call out velocity in each section of wastewater main between manholes at peak capacity using peak wet weather flow, velocity not less than 2 feet per second (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)	
	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.

Section 6: Construction Plan Revision Application Submittal and Content Requirements

Section 6.1 Construction Plan Revision Submittal Requirements: *Paper & Digital Copies in .pdf format Required*

The applicant shall provide the following items in conjunction with the Construction Plan Revision Application with all required documentation being provided as digital copies in .pdf format (min. 300 dpi):

- A. Two full size sets (22" x 34") and one half size (11" x 17") of sheets affected by revision/correction.**
- B. Cover letter summarizing revision/correction.**
- C. Electronic copy of items A and B**

Section 7: Site Development Application Submittal & Content Requirements

The applicant shall provide the following items in conjunction with the Site Development Application with all required documentation being provided as digital copies in .pdf format (min. 300 dpi):

Section 7.1: Site Development Submittal Requirements: *Digital Copies in .pdf format Required*

Electronic Submittal Requirements:

- A. An application fee per UDC Appendix A: Fee Schedule
- B. Complete application with all required contact information and original Owner Consent Form.
- C. Site Plan Set Requirement:
 - 1. Full size (22"x34").
 - 2. Plans shall be submitted in a PDF format (min. 300 dpi) via USB or dropbox link, or, in the event that the City activates a web-based electronic submission platform, through the applicable submission platform.
 - 3. A vector-based PDF is required. A Raster PDF, created from a scanned image, will not be accepted.
 - 4. Sheets shall be bookmarked. The bookmarked sheets must be identified by descriptive names which match the index of drawings on the cover sheet of the submittal.
 - 5. When creating drawings in CAD it is required that true type fonts be utilized for text.
 - 6. Plans shall be sealed. An electronic seal (dry seal) will be accepted.
 - 7. Plans shall be flattened by the designer prior to submittal.
 - 8. Accessory information, additional reports for example, shall be submitted in a PDF format. Submit an individual PDF for each accessory document. DO NOT merge all accessory documents into a single PDF.
 - 9. A title block shall be provided on each page to accommodate an electronic stamp. The title block shall be a minimum of 2 inches in height and a minimum of 5 inches in width. The title block shall be in a consistent location on each sheet of the submittal.
- D. Engineer's Summary letter providing project description
- E. Travis County Emergency Service District, No. 2 (ESD#2) Scope of Work Summary addressing the following items:
 - 1. Identify the number of buildings that will be constructed.
 - 2. Identify the number of stories and building height.
 - 3. Identify the use and occupancy classification for each building (If unknown identify the building as a Shell Building)
 - 4. Identify the type of construction for each building.
 - 5. 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)
- F. Traffic Impact Analysis (TIA) and the applicable review fee per UDC Appendix A, Fee Schedule: 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.
- G. Drainage Report (Drainage report may be included within the plan sheets.)
- H. Proof of submittal for driveway access permits from TXDOT and/or County Government, if applicable.

- I. Proof of submittal to Texas Department of Licensing and Regulations (TDLR). Ref. # _____ (Architectural Barriers Project Registration Confirmation Page)

Section 7.2 Final Submittal: One (1) full size, one (1) 11x17 paper copies, and digital copy (.pdf - min. 300 dpi) of the site plan will be required.

Section 7.3 Site Development Content Requirements

The following items are required plan sheets and content requirements to be provided within a Site Plan as described in the Unified Development Code.

General Information	
	Full size copy of 22" x 34".
	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.
	Title block in bold font to include: <ul style="list-style-type: none"> <input type="checkbox"/> Name of Project. <input type="checkbox"/> Property Address.
	Sheet index with all required sheets (do not include irrigation plans).
	Impervious Cover Calculations and Percentages (Existing and Proposed).
	Standard notes, where applicable: <ul style="list-style-type: none"> <input type="checkbox"/> Water and wastewater shall be provided by _____. No lot in this subdivision shall be occupied until connected to water and wastewater facilities. <input type="checkbox"/> [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)__. <input type="checkbox"/> <i>{If applicable}</i> These plans are in accordance with the following studies/reports: <u>{list by title, author, and date of approved study/report}</u>. <input type="checkbox"/> This site plan has been submitted to the Texas Department of Licensing and Regulation for review of compliance with the Architectural Barriers Act. The reference # _____ is proof of submittal to TDLR. <input type="checkbox"/> The City of Pflugerville has not reviewed these plans for compliance with the American with Disabilities Act. All sidewalks shall comply with the Americans with Disabilities act. It is the responsibility of the owner to provide compliance will all legislation related to accessibly within the limits of construction shown in these plans. <input type="checkbox"/> List all waivers, variances, property restrictions, and Specific Use Permit conditions, etc.
	Initial Submittal Date of Site Plan.
	Contact information for Property Owner, Developer, Surveyor, Engineer, Architect, Utility Providers.
	Standard Contact information for the City (Development Services Center).
	Engineer's Seal and Signature.
	Revision Block.

City Approved Revision & Corrections							
No.	Description	Revise (R) Correct (C) Add (A) Void (V) Sheet No's	Net Change Impervious Cover (sq. ft.)/ %	Total Impervious Cover (sq. ft.)/ %	Design Engineer Signature	City of Pflugerville Approval	Approval Date

Signature Block (Per UDC Supplemental Schedule)

- Planning Director
- Development Engineering Director
- Other Water & Wastewater Utility Provider(s) (Not required if City is the Utility Provider)

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:

- Identify the number of buildings, stories, and building height that will be constructed.
- 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)
- 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.
- Add the following note: "This project will be constructed in accordance with the 2015 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."

Copy of the Recorded Final Plat

General Note Sheet {Per Engineering Design Manual 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 Standard Tree Preservation Notes per Tree Technical Manual, 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.

Site Data Table identifying:

- Zoning District, Existing & Proposed Land Use {Sub. 4}.
- Lot Size (S.F. and Acres).
- Existing & Proposed Impervious Cover calculations (S.F. and Acres) and percentages {Sub. 4},
 - ⇒ Paved Area
 - ⇒ Building Lot Coverage
- Setbacks (Front, Side, Rear) {Sub. 4}.
- 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).

Building Dimensions:

	<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 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.
	<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(s) (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.
	<p>Bike rack location w/ construction detail {Subchapter 10.7}.</p>
	<p>Ground-mounted Equipment: Type, height, and location (Screening notes, if necessary) {Sub. 11}.</p>
	<p>Location and Screening of Dumpster (Dumpster enclosure detail and notes) {Subchapter 11}.</p>
	<p>Type, height, and location of fencing, if applicable. {Subchapter 11}.</p>

	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".
	<p>Standard notes to include, if applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All new 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. <input type="checkbox"/> All mechanical equipment shall be screened in accordance with Subchapter 11, Section 11.8.2 of the Unified Development Code. Ground-mounted and wall-mounted mechanical equipment shall be screened with the following devices..._____. (If landscaping will be utilized to screen the mechanical equipment, please indicate "shall be screened in accordance with the Landscape Plan Sheet(s)____"). <input type="checkbox"/> This site plan has been submitted to the Texas Department of Licensing and Regulation for review of compliance with the Architectural Barriers Act. The reference # _____ is proof of submittal to TDLR. <input type="checkbox"/> A Pedestrian Space totaling _____ square-feet has been proposed with 4 decorative elements, including 1.) _____ 2.) _____ 3.) _____ 4.) _____. Please refer to the landscape plan for construction detail(s). <input type="checkbox"/> Dumpster Enclosure note: The dumpster enclosure shall be constructed in accordance with Subchapter 11 of the Unified Development Code and construction detail SD-48 referenced on sheet _____. The dumpster enclosure shall consist of _____ consistent with the principle structure's exterior masonry materials.
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 slope of 14% for driveways.
	Maximum of 10% grade for Emergency Access drives.
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 of the City's Code, as amended.
	The location of all storage tanks.
	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.
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 on 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 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 (FDC). Ensure FDCs 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 FDC will be installed provide a dedicated line to the riser room. The line supplying the FDC 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.
Landscape Plan {UDC, 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 (caliper inch and gallon size) of all proposed plant material.
	"Streetscape Yard standards" per 11.5.
	"Building Foundation Landscaping" per 11.6.
	<p>Bufferyards, if applicable (Outside CBD).</p> <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)
	"Pedestrian Space" construction detail.
	<p>Standard City of Pflugerville Landscape Notes as provided below.</p> <p><u>Landscape Planting Notes:</u></p> <ol style="list-style-type: none"> 1. All new plant material shall meet the latest requirements of the American Standard for Nursery Stock (ANSI Z60.1). 2. All new plant material shall be planted and maintained in accordance with the latest edition of the American National Standards Institute requirements for Tree, Shrub, and Other Woody Plant Maintenance (ANSI A300 Parts 1 through 6). 3. No tree shall be planted closer than 5 feet from an underground public water and wastewater line.

4. No tree shall be planted closer than 4 feet from impervious cover.
5. All landscaping and irrigation shall be installed according to the City of Pflugerville Code requirements.
6. Fences, landscaping and other items will not be installed in locations where they will obstruct the visibility of, or access to, fire hydrants or Fire Department Connections (FDC).

Irrigation Notes: The following requirements are mandatory for all irrigation plans and are in addition to any applicable notes referenced in Chapter 113, Irrigators, or the City's Code, as amended.

1. An automatic irrigation system shall be installed. All automatic irrigation systems shall be equipped with an electronic controller capable of dual or multiple programming.
2. Controller(s) shall have multiple cycle start capacity and a flexible calendar program, including the capability of being set to water every five days.
3. All automatic irrigation systems shall be equipped with a rain and freeze sensor shut-off device.
4. The irrigation system shall be designed by a licensed irrigator.
5. Irrigated turf grass area is limited to 33% of the total landscape area provided.
6. Tree irrigation zones shall not share the same irrigation zones, including valves and circuits, as shrubs and plants due to different watering requirements.
7. A minimum of one (1) bubbler shall be provided for all newly planted trees. Trees larger than 3 inches in caliper shall have two (2) bubblers. The bubbler(s) shall be installed at each tree, located 12-18 inches from the trunk, and shall operate on valves separate from the spray zones.
8. No trenching or boring shall occur within the tree protection fencing or CRZ without prior approval from the City Arborist or Administrator.
9. Irrigation shall be design and installed in accordance with Subchapter 11 of the Unified Development Code and Chapter 113: Irrigators.
10. Irrigation plans shall be submitted and approved prior to irrigation installation and final site inspection.

Maintenance and Permitting Notes:

1. Replacement of Trees: If a tree, for which credit has been obtained pursuant to this Subchapter, dies or is removed within five (5) years of the issuance of a Certificate of occupancy, new landscape plantings sufficient to equal the area credited will be required. The replacement trees or shrubs shall be of the same size and species as shown on the approved site plan or must be of equivalent size and type.
2. Permits: Prior to the issuance of a certificate of occupancy, all required screening and landscaping shall be in place per the approved landscape plan and a concurrence letter provided by the landscape architect.
3. Enforcement: If at any time after the issuance of a certificate of occupancy, the landscaping that was installed does not conform to the approved landscape plan or the landscape standards, the City shall issue notice to the property owner, tenant or agent, citing the violation and describing the action required to comply with this Subchapter.

	<p>The owner, tenant or agent shall have thirty (30) days from date of said notice to comply with the approved Landscape Plan. If the landscaping is not installed within the allotted time, the property owner, tenant, or agent shall be in violation of this Subchapter. In addition to any other remedy available to the City, the certificate of occupancy for the subject property may be revoked.</p> <p>4. Drought: During any period in which the Planning Director determines that it would be impractical to plant any part of required landscaping, a temporary certificate of occupancy may be issued if the property Owner enters into an agreement with the City stating when the installation shall occur and provide fiscal security equal to 110% of the cost of the proposed landscaping and installation. In no instance shall installation be greater than six months from the date of issuance of the temporary certificate of occupancy, unless otherwise approved by the Administrator, or the site shall be deemed to be in violation of this Subchapter and the temporary certificate of occupancy may be revoked.</p>
	Screening of mechanical equipment, parking lots, loading docks, outside storage, detention ponds.
	Show all ground mounted mechanical equipment and pole lighting.
	Show existing and proposed water, wastewater, storm sewer, and electrical lines and easements.
	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 & UDC, 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 per Tree Technical Manual.
	Tree Protection Construction Details per Tree Technical Manual.
Exterior Lighting Standards {UDC, Subchapter 13}	
	Scale, North Arrow, and Engineer's Seal and Signature.
	<p>Table identifying the min, avg., and max. light levels in foot-candles of calculation zones:</p> <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).
	<p>Standard Notes identifying.</p> <ul style="list-style-type: none"> <input type="checkbox"/> All lighting including wall pack lighting to be downcast and full cut-off type.

- All lighting within the same development shall utilize a consistent type of fixture and bulb.
- Canopy lighting shall be fully recessed within the canopy ceiling. The fixture covers shall be flush with the surface of the canopy ceiling and provide a cutoff or shielded light distribution. Canopy lighting shall not be mounted on the top or sides of the canopy and the exterior sides of the canopy may not be illuminated.
- All site lighting will be in conformance with all City of Pflugerville Regulations.

Building Elevations {UDC, 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.

Building Elevations {UDC, 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.

UDC APPLICABILITY: <u>_{SECTION REFERENCE}_</u>	
TOTAL FAÇADE AREAS: _____ S.F.	
TOTAL FAÇADE AREAS EXCLUDING OPENINGS, WINDOWS AND DOORS: _____ S.F.	
MAX. BUILDING HEIGHT REQUIRED BY CODE: _____ PROPOSED BUILDING HEIGHT: _____	

BLDG. MATERIALS	NORTH		SOUTH		EAST		WEST		TOTALS	
	S.F.	%	S.F.	%	S.F.	%	S.F.	%	S.F.	%
Stone										
Concrete (Tilt Wall)										
Other Accent Material										
TOTALS		100%		100%		100%		100%	S.F.	100%

***These square-footage calculations must match.**

Architectural elements - Provide a list with a minimum 4 elements per Subchapter 9.

Identify Roofing Materials.

Standard Notes:

- Roof-mounted mechanical equipment shall be screened on all four sides utilizing parapet walls.
- All wall-mounted equipment (e.g., air handling equipment, compressors, etc.) must be screened from public view from a street or parking area, and on a minimum of three sides. Exposed conduit, ladders, utility boxes and drain spouts must be painted to match the color of the principle structure. Natural metallic finishes are an acceptable alternative to paint.
- EIFS shall not be permitted below nine (9) feet above finished grade unless utilized for decorative architectural features.
- {If Applicable} Tilt-wall, poured-in-place, or pre-cast concrete panels shall have integrated color and have varied textures and patterns at least every 100 linear feet along primary façades. Tilt-wall, poured-in-place, or pre-cast concrete structures shall incorporate other permitted primary masonry materials. Tilt-wall, poured-in-place, or pre-cast concrete structures shall have reveals, punch-outs, patterns, textures or other similar surface characteristics to enhance the facade on at

least 10 percent of each facade.

9-1-1 Addressing Requirements

911 Addressing – General Information:

- Only one site address will be issued for each lot.
- All addresses displayed on residential and commercial building(s), temporary signs, monument signs must read from left to right (horizontal).
- For lots with multiple buildings, 9-1-1 Addressing will assign individual building numbers to each building.
- For building(s) divided into separate tenant spaces, suite numbers will be assigned to each tenant space by 9-1-1 Addressing and confirmed at the time of building permit.
- Property with site access/entry on FM 685, Pecan St (aka FM 1825), SH 130 and or SH 45, provide an approval letter from TxDOT granting access.

GENERAL CONTENT REQUIREMENTS:

For apartments, townhomes, commercial and industrial property with multiple buildings and/or multiple suites within a building(s)

- Show Scale, North Arrow.
- Previously assigned property addresses must be on the site plan cover sheet. (Include within the title block on coversheet and subsequent sheets on far right-hand side.)
- All public street and private drive names must be labeled on all Site Plan sheets with street types and directionals where applicable.
- Show adjacent driveways and location of entry to site (driveway approaches) on the site plan..
- For multi-family site plans, a table showing the building type, number of living units, number of floors, number of units per floor, and number of units per building is required. Label each building with the building type and the number on the plan. 9-1-1 Addressing will assign unit numbers. Refer to example provided below.

9-1-1 Addressing Sheet – continued (If Applicable)

Condominiums:

- All private drives must be labeled (Street Name, Street Type (PVT)).
- Street signs shall be installed at each intersection. The color of the private drive sign shall be a brown background with white lettering, labeled in the following manner (street name, street type, PVT), and must meet the City’s Standard Street Signs Detail. (SD-25C) The block ranges must be on the sign as well, as shown in the Private Drive Signs Detail.
- Add a copy of the Private Drive Signs Detail to the Site Plan. (SD-25C)
- 9-1-1 Addressing will provide a document indicating the Unit/House Number/Street Name, which will be required to be clearly posted, in its entirety, on a site plan sheet with the unit footprints for the purpose of reducing transcription errors.

	<p>Multiple Tenant Buildings</p> <p>☐ If the proposed commercial or industrial building(s) will have multiple tenant spaces, provide the building floor plan illustrating how the tenant spaces will be arranged. Once suite numbers are assigned, 9-1-1 Addressing will provide a separate sheet of the unit numbers for all the buildings which are then required to be included on the Site Plan sheet with the entire building layout creating an Address Sheet within the plan for the final approval from 9-1-1 Addressing. Ensure this information is clearly posted on the site plan and legible on an 11x17 copy of the site plan.</p>	<table border="1"> <thead> <tr> <th colspan="4">UNIT BREAKDOWN/BUILDING TYPE/FLOOR</th> </tr> <tr> <th>BUILDING TYPE</th> <th>FLOORS</th> <th>UNITS/FLOOR</th> <th>TOTAL UNITS/BLDG</th> </tr> </thead> <tbody> <tr> <td rowspan="3">I</td> <td>1</td> <td>6</td> <td rowspan="3">16</td> </tr> <tr> <td>2</td> <td>8</td> </tr> <tr> <td>3</td> <td>2</td> </tr> <tr> <td rowspan="3">II</td> <td>1</td> <td>8</td> <td rowspan="3">28</td> </tr> <tr> <td>2</td> <td>10</td> </tr> <tr> <td>3</td> <td>10</td> </tr> <tr> <td rowspan="3">III</td> <td>1</td> <td>6</td> <td rowspan="3">16</td> </tr> <tr> <td>2</td> <td>8</td> </tr> <tr> <td>3</td> <td>2</td> </tr> <tr> <td rowspan="3">VI</td> <td>1</td> <td>8</td> <td rowspan="3">28</td> </tr> <tr> <td>2</td> <td>10</td> </tr> <tr> <td>3</td> <td>10</td> </tr> <tr> <td rowspan="3">V</td> <td>1</td> <td>8</td> <td rowspan="3">28</td> </tr> <tr> <td>2</td> <td>10</td> </tr> <tr> <td>3</td> <td>10</td> </tr> <tr> <td rowspan="3">VI</td> <td>1</td> <td>6</td> <td rowspan="3">24</td> </tr> <tr> <td>2</td> <td>10</td> </tr> <tr> <td>3</td> <td>8</td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL UNITS:</td> <td>140</td> </tr> </tbody> </table>	UNIT BREAKDOWN/BUILDING TYPE/FLOOR				BUILDING TYPE	FLOORS	UNITS/FLOOR	TOTAL UNITS/BLDG	I	1	6	16	2	8	3	2	II	1	8	28	2	10	3	10	III	1	6	16	2	8	3	2	VI	1	8	28	2	10	3	10	V	1	8	28	2	10	3	10	VI	1	6	24	2	10	3	8	TOTAL UNITS:			140
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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 and .pdf 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.																																																													

Section 8: Site Development Revision/Correction Application Submittal & Content Requirements

Section 8.1 Site Development Revision/Correction Submittal Requirements: *Digital Copies in .pdf format Required*

The applicant shall provide the following items in conjunction with the Site Development Revision/Correction Application with all required documentation being provided as digital copies in .pdf format (min. 300 dpi):

- A. An application fee per UDC Appendix A: Fee Schedule
- B. An additional review cycle fee, if applicable, per UDC Appendix A: Fee Schedule
- C. Letter explaining all corrections/revisions
- D. Electronic copy of plan (.pdf)
 - a. Full size (22"x34") copy of the Site Plan Revision/Correction Plan set to include:
 - i. Coversheet from the "Approved" site plan with Revision/Correction block filled out
 - ii. Pages of the Site Plan that are being revised or corrected with a revision block on each revised sheet (Include clouds and revision deltas)
 - b. Plans shall be submitted in a PDF format (min. 300 dpi) via USB or dropbox link, or, in the event that the City activates a web-based electronic submission platform, through the applicable submission platform.
 - c. A vector-based PDF is required. A Raster PDF, created from a scanned image, will not be accepted.
 - d. Sheets shall be bookmarked. The bookmarked sheets must be identified by descriptive names which match the index of drawings on the cover sheet of the submittal.
 - e. When creating drawings in CAD it is required that true type fonts be utilized for text.
 - f. Plans shall be sealed. An electronic seal (dry seal) will be accepted.
 - g. Plans shall be flattened by the designer prior to submittal.
 - h. Accessory information, additional reports for example, shall be submitted in a PDF format. Submit an individual PDF for each accessory document. DO NOT merge all accessory documents into a single PDF.
 - i. A title block shall be provided on each page to accommodate an electronic stamp. The title block shall be a minimum of 2 inches in height and a minimum of 5 inches in width. The title block shall be in a consistent location on each sheet of the submittal.

Section 9: Site Disturbance / Tree Removal Application Submittal & Content Requirements

Section 9.1 Site Disturbance/ Tree Removal Application Submittal Requirements: *Paper & Digital Copies in .pdf format Required*

The applicant shall provide the following items in conjunction with the Site Disturbance/ Tree Removal Application with all required documentation being provided as digital copies in .pdf format (min. 300 dpi):

- A. An application fee per UDC Appendix A: Fee Schedule
- B. Three Full-size (22"x34"), one (11"x17") and one electronic set to include the following:
 - a) Cover Sheet, General Notes
 - b) Grading Plan with location of existing trees and tree protection measures
 - c) Erosion & Sedimentation Control Plan and details
 - d) Tree Survey and Tree Replacement Plan, if applicable.
- C. Fiscal Security for Tree Preservation/Replacement and/or Fee In-Lieu of Replacement, if applicable
- D. In a typed letter, please identify the reasons for removal and demonstrate all efforts to comply with the Tree Preservation Standards (Subchapter 12).

Section 10: Board of Adjustment Application Submittal & Content Requirements

Section 10.1 Board of Adjustment Application Submittal Requirements: *Digital Copies in .pdf format.*

The applicant shall provide the following items in conjunction with the Board of Adjustment Application with all required documentation being provided as digital copies in .pdf format (min. 300 dpi):

- A. An application fee per UDC Appendix A: Fee Schedule
- B. **A receipt or tax certificate** from the Travis County Tax Assessor/Collector indicating that the property taxes on the subject property are current.
- C. **A Site Plan (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
- D. **Images, graphics, letters, and etc.** (If applicable)
- E. **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.
- Incomplete or illegible applications 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.

Section 11: Architectural Waiver Application Submittal & Content Requirements

Section 11.1 Architectural Waiver Application Submittal Requirements: *Digital Copies in .pdf format Required*

- A. The applicant shall provide the following items in conjunction with the Architectural Waiver Application with all required documentation being provided as digital copies in .pdf format (min. 300 dpi): An application fee per UDC Appendix A: Fee Schedule
- B. Complete Architectural Waiver Application with all required contact information
- C. A Site Plan and Building Elevations (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.
- D. Photographs, graphics, letters, and etc. (If applicable)
- E. 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.

Section 12: Legal Non-Conforming Registration Application Submittal Requirements

Section 12.1 Legal Non-Conforming Registration Application Submittal: *Paper & Digital Copies in .pdf format Required*

The applicant shall provide the following items in conjunction with the Legal Non-Conforming Registration Application:

- A. Complete application with all required contact information and original Owner Consent Form.
- B. Registration Statement: Registration statements shall be in the form of a notarized affidavit and require a disclosure of the complete ownership of the land and/or structure and shall be in such form and require the furnishing of such information and representation as are needed to show the following:
 - That the use, structure, lot and/or site was lawfully established prior to the effective date of the applicable regulations.
 - That the use, structure and/or site has been continuously maintained since it was established.
 - That the use, structure and/or site has not been abandoned for a period of 6 months and defined by Section 8.1.11 of the UDC.

Occurrence of one or more of the following situations shall be a sign of vacancy or lack of occupancy for the purposes of determining abandonment, when the intention of the owner to discontinue the use is apparent:

- The building, structure, activity or land has been unoccupied or out of use;
 - One or more utility accounts have been discontinued;
 - Utility meters are removed;
 - Taxes are delinquent on the property;
 - The site or structure has not been maintained;
 - The unit has not been made available for occupancy;
 - The characteristic equipment and furnishings of a nonconforming use have been removed from the premises; or
 - A nonconforming use has been replaced by a conforming use.
- C. Scaled Plot Plan drafted by Registered Surveyor (if a structure or site has been declared non-conforming)
 - D. List other information provided showing proof of legal non-conforming status. (i.e., aerial photographs, copies of building permits, approved building permit plans, certificates of occupancy, copies of tax records, tenant leases, photographs, utility service connections and statements, etc...)