

## PRELIMINARY PLAN: SUBDIVISION APPLICATION

Name of Project: \_\_\_\_\_

General Location: \_\_\_\_\_

### Primary Contact For Project:

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone # (office): \_\_\_\_\_

Phone # (other): \_\_\_\_\_

Mailing: Address: \_\_\_\_\_

Signature: (Required) \_\_\_\_\_ Email: \_\_\_\_\_

#### Please check one:

- Original Preliminary Plan
- Revision

### Property Description:

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

Watershed: \_\_\_\_\_

Parcel ID (6 digits): \_\_\_\_\_ Zoning District: \_\_\_\_\_

Present Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

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

\* print N/A for non-applicable information

### To Be Completed By Staff:

Case Name: \_\_\_\_\_ Case Manager: \_\_\_\_\_

Filing Deadline Date: \_\_\_\_\_ Received by: \_\_\_\_\_

Completeness Check Date: \_\_\_\_\_ P&Z Meeting Date: \_\_\_\_\_

## CONTACTS

<u>Applicant</u>	<u>Engineer</u>
Name: _____	_____
Organization: _____	_____
Mailing Address: _____	_____
City, State, Zip: _____	_____
Phone Number: _____	_____
Email Address: _____	_____
Signatures: (Required) _____	_____

### Previous Application History For Project

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Subdivision Variance

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

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

### **To be completed by City Staff:**

**Variance to Section:**

\_\_\_\_\_

## CONSENT OF PROPERTY OWNER

Project Name: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

By signing this form, the owner of the property, including his successors and assigns (collectively "Owner"), authorizes the City of Pflugerville to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Pflugerville to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Pflugerville standards and the approved construction documents. Owner further acknowledges and agrees that in the event any portion of the property is conveyed prior to project completion, a successor or assign will be required to execute this form prior to project continuation. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Pflugerville and the agent.

THE STATE OF \_\_\_\_\_:

: KNOW ALL MEN BY THESE PRESENTS

COUNTY OF \_\_\_\_\_:

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

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

\_\_\_\_\_  
Notary Public's Signature

My Commission Expires: \_\_\_\_\_

## SUBMITTAL REQUIREMENTS

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

Note: Any application requiring more than three (3) review cycles will be assessed a \$250 fee per additional review.  
 A Revised Preliminary Plan filing fee is based on the number of affected lots at \$30.00 per lot  
 at a minimum of \$500 + \$15 technology fee.

**Traffic Impact Analysis Fee:**

Trips Per Day	Cost
2,000 – 5,000	\$1,500
5,001 – 10,000	\$2,400
10,001 – 15,000	\$3,300
15,001+	\$3,700
TIA Revision	½ current TIA rate

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

1. **Complete application** with all required contact information and original Owner Consent Form.
2. **Initial submittal: Six (6)** full size (22"x34"), Preliminary Plan sets at scale no less than 1"=200'
3. **One (1)** - 11x17 copy of the Preliminary Plan with submittal.
4. All content on the following pages listed within the **Preliminary Plan: Required Content Checklist.**
5. **Engineer's Report** providing project description to include water model and wastewater analysis.
6. **Drainage Report**
7. **Traffic Impact Analysis (TIA):** One (1) copy of the TIA if the proposed Subdivision is expected to generate 2000 or greater vehicle trips on the peak day for the proposed uses within the proposed subdivision, according to the latest edition of the Institute of Transportation Engineers' Trip Generation, a qualified professional approved by the Director with experience in traffic flow analysis shall make, prepare and sign a traffic impact analysis and certify to its completeness and accuracy. The traffic impact analysis must include the information specified in the Supplemental Schedule and must address UDC Subchapter 15. The independent variable used to calculate the number of expected trips is at the discretion of the Director.
8. If a Traffic Impact Analysis (TIA) is not prepared per UDC Subchapter 15 above, a written statement indicating the assumptions and calculations used to determine that the proposed subdivision is expected to generate less than 2,000 vehicle trips.
9. All Floodplain related documentation (i.e. floodplain map, CLOMR, etc.).
10. A **Phase One Environmental Assessment**, meeting the ASTM E-1527 standard for all proposed public parkland.
11. Applicable Travis County, Williamson County, & TxDot Permits (i.e. Driveway permit).
12. **Category 1A Land Title Survey** and .pdf copies of all existing easements. (Less than 2 months old)

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

## PRELIMINARY PLAN: REQUIRED CONTENT CHECKLIST

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

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

## PRELIMINARY PLAN: REQUIRED CONTENT CHECKLIST

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

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

## PRELIMINARY PLAN: REQUIRED CONTENT CHECKLIST

	<p>Standard plan notes as provided in the Supplemental Schedule to be placed on the coversheet.</p> <p>17. 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.</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 (Name) County, effective (date) .</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>
<b>"PRELIMINARY PLAN" SHEET, OR LOT/STREET CONFIGURATION SHEET(S)</b>	
	Scale, North Arrow, Legend, and Engineer's Seal with signature and date
	Location of City limit line or ETJ boundary if either traverse or are contiguous to the proposed Subdivision.
	The boundary lines of the perimeter of the Subdivision drawn with heavy lines.
	Subdivision names, lot numbers, block numbers, existing right-of-way & easements with dimensions, and Street names within 200 feet of the boundary of the proposed Subdivision.
	The dimensions and bearings of all boundary lines of the proposed Subdivision with a tie to a corner of the original tract.
	All existing and proposed easements with dimensions and distance from lot lines, etc. Any easements filed under separate instrument must be documented on the plans and a copy of the recorded easement provided.
	All proposed street names as approved by Pflugerville 911 Addressing.
	(If applicable) Any proposed additional right-of-way dedication
	The width, depth, and area of all lots.
	The location of all benchmarks with elevations, northing and easting provided. Minimum 2 Permanent Benchmarks per EDM (Vertical & Horizontal Coordinates - State Plane Coordinate System)
	The location of all sidewalk and hike and bike trails identified with dotted lines and referenced with widths in the legend.
	Identify the proposed street locations with right-of-way widths indicated
	The proposed location of neighborhood mail box units with expanded right of way turn outs.

## PRELIMINARY PLAN: REQUIRED CONTENT CHECKLIST

	Designation of any lot that is for a private or public purpose, including but not limited to proposed parkland, utilities, drainage, private amenity areas, landscape easements, and similar uses. (Provide note with ownership and maintenance responsibilities.)
	Proposed phase boundaries with the sequencing of the phases labeled. Phasing shall include a sufficient length of street as determined by the City Engineer to 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. Add the following note, [A or No] portion of this tract is within a flood hazard area as delineated on the FEMA Flood Insurance Rate Map Panel # _____ for _(Name)_ County, effective ___(date)___."
	If applicable, the parkland calculation as specified in Supplemental Schedule
<b>EXISTING CONDITIONS &amp; PROPOSED GRADING PLAN SHEET</b>	
	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.
<b>WATER &amp; WASTEWATER UTILITY PLAN {EDM - DG5, DG6 &amp; UDC Sub. 15}</b>	
	Scale, North Arrow, Legend, and Engineer's Seal with signature and date
	Existing and proposed topographic contours at a maximum of two foot intervals, scaled back
	Proposed and existing street names, lot and block numbers
	Show proposed and existing storm lines and street lights with a scaled back line type
	Delineation, location, dimensions and material of existing and proposed water and wastewater lines and appurtenances with distinguishable line types
	Water and wastewater mains extended to the border for future development on neighboring lots, sized to have sufficient capacity to serve the adjacent subdivision
	Water valves at all tees and crosses and no more than 500' apart in commercial areas and 800' apart in residential areas
	Temporary blow-off valves installed at the end of all temporary dead-end water mains
	Fire hydrants at street intersections and no farther apart than 600' in residential areas and 300' in commercial and industrial areas
	Manholes at all changes in direction, sewer line intersections and termination points of lines and no further apart than 400'



## PRELIMINARY PLAN: REQUIRED CONTENT CHECKLIST

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

## PRELIMINARY PLAN: REQUIRED CONTENT CHECKLIST

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

## PRELIMINARY PLAN: REQUIRED CONTENT CHECKLIST

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

**To Be Completed by the Applicant:**

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_