PUBLIC IMPROVEMENT CONSTRUCTION PLAN APPLICATION FORM

Updated: October, 2019

CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Applicant's Name</th>
<th>Property Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant's Title</td>
<td>Owner's Title</td>
</tr>
<tr>
<td>Applicant's Mailing Address</td>
<td>Owner’s Mailing Address</td>
</tr>
<tr>
<td>Applicant's Phone #</td>
<td>Owner’s Phone #</td>
</tr>
<tr>
<td>Applicant's Email</td>
<td>Owner’s Email</td>
</tr>
</tbody>
</table>

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

PROPERTY INFORMATION

Subject Property Address: _________________________________________________________________

Area in Acreage: _______________     Tax ID #: R_______________ Zoning District(s): _______________

Legal Description: Lot ___________ Block ___________ Subdivision ___________________________

DESCRIPTION OF REQUEST

Contract Value: ______________________________

Description & Purpose of proposed improvements:______________________________________________
_________________________________________________________________________________________

AUTHORIZATION

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

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

Applicant’s Signature: _____________________________________________     Date: ________________

Printed Name: 

# Checklist for Public Improvements Construction Plan Application

<table>
<thead>
<tr>
<th>Items Required for Complete Submittal</th>
<th>Check Here if Not Applicable - written explanation <em>required</em>, use additional pages as necessary</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Completed Application for Public Improvements Construction Plan</td>
<td>□</td>
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<tr>
<td>□ Filing Fee for Subdivision Improvements including more than 1 type of Infrastructure: $2,378 plus $50 per acre ($4,000 max)</td>
<td>□</td>
</tr>
<tr>
<td>□ Filing Fee for Individual Transportation or utility infrastructure extensions: $1,181 plus $5 per linear ft.</td>
<td>□</td>
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<tr>
<td>□ Technology Fee: $13</td>
<td>□</td>
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<tr>
<td>□ Authorization to represent the property owner, if applicant is not the owner</td>
<td>□ Applicant is the property owner</td>
</tr>
<tr>
<td>□ Approved Watershed Protection Plan</td>
<td>□</td>
</tr>
<tr>
<td>□ Final Subdivision Plat</td>
<td>□</td>
</tr>
<tr>
<td>□ Engineer’s Opinion of Probable Construction Cost</td>
<td>□</td>
</tr>
<tr>
<td>□ Geotechnical Report including pavement design specifications</td>
<td>□</td>
</tr>
<tr>
<td>□ Hydraulic Calculations (detailed, such as routing program computations not included on construction plan sheets)</td>
<td>□</td>
</tr>
<tr>
<td>□ Construction Specifications signed and sealed by a professional engineer licensed in the State of Texas</td>
<td>□</td>
</tr>
<tr>
<td>Construction Plans signed and sealed by a professional engineer licensed in the State of Texas, including*:</td>
<td>□</td>
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<tr>
<td>• General</td>
<td>□</td>
</tr>
<tr>
<td>•  *24”x36” sheets</td>
<td>□</td>
</tr>
<tr>
<td>•  *North Arrow</td>
<td>□</td>
</tr>
<tr>
<td>•  *Scale</td>
<td>□</td>
</tr>
<tr>
<td>•  *Existing Utilities – water, wastewater, stormwater, gas, electric, communications</td>
<td>□</td>
</tr>
<tr>
<td>•  *Property Lines</td>
<td>□</td>
</tr>
<tr>
<td>•  *Right of Way</td>
<td>□</td>
</tr>
<tr>
<td>•  *Easements</td>
<td>□</td>
</tr>
<tr>
<td>•  *100-year floodplain</td>
<td>□</td>
</tr>
<tr>
<td>•  Cover Sheet</td>
<td>□</td>
</tr>
<tr>
<td>•  *Project Title</td>
<td>□</td>
</tr>
<tr>
<td>•  *Index of all sheets</td>
<td>□</td>
</tr>
<tr>
<td>•  *Vicinity Map (1”=2,000’ or larger)</td>
<td>□</td>
</tr>
<tr>
<td>•  *Names and Contact information for Owner, Developer, Engineer, Other professionals involved</td>
<td>□</td>
</tr>
<tr>
<td>•  *City of San Marcos Approval Block for Directors of: Department of Environment &amp; Engineering, Department of Water &amp; Wastewater, Department of Public Works</td>
<td>□</td>
</tr>
<tr>
<td>•  *Contact Information for Coordination and Emergency including – City of San Marcos Department of Environment &amp; Engineering, City of San</td>
<td>□</td>
</tr>
</tbody>
</table>
Marcos Engineering Inspection Services, Electric Utility, Water Utility, Cable Utility, Telephone Utility, Natural Gas Utility, Texas Commission on Environmental Quality, Texas Department of Transportation, Railroad

- **General Information**
  - General Construction Notes
  - Sequence of Construction

- **Erosion and Sedimentation Control and Plan Details**
  - Stabilized Construction Entrance
  - Silt Fence (for drainage area <1 acre)
  - Rock Berms (for drainage areas between 1 & 5 acres)
  - Additional Erosion controls for disturbed drainage areas greater than 5 acres
  - Storm drain inlet protection
  - Alternative erosion and sediment controls (approved on a case-by-case basis)
  - Identify soil stockpile and construction staging areas and controls
  - Temporary and permanent re-vegetation specifications
  - TPDES Stormwater Pollution Prevention Plan or reference thereto
  - Details for sedimentation basin culvert / discharge structure

- **Predevelopment Drainage Plan & Summary Calculations**
  - Minimum scale 1’ = 200’
  - Proposed topography with minimum 2’ contour intervals
  - Area, runoff coefficient, time concentration, rainfall intensity, and peak runoff for each sub-area

- **Drainage System Plan, Calculations and Details**
  - Inlet sizing calculations
  - Pipe sizing calculations and pipe specifications
  - Channel sizing calculations
  - Appropriate detention facility design 1) Stage-storage-discharge relationships for detention facilities, 2) inlet and outlet erosion protection, 3) sediment filtration
  - Details, as applicable for – Pipe trench detail, curb inlet, area inlet, junction box, detention basin inlet structure, detention basin outlet structure

- **Roadway Plan and Profile Sheets and Details**
  - Minimum scale 1” = 50’ horizontal, 1’ = 5” vertical
  - Plan - right-of-way; horizontal layout points, bearings and distances, curve data; paved roadway width; sidewalk and / or hike and bike trail location and dimensions; intersection sight distance (horizontal and vertical)
  - Profile – existing centerline elevation; proposed surface centerline elevation; vertical curve data
  - Details as applicable for – typical roadway section, curb & gutter, sidewalk, hike and bike trail, accessible route warning pavers

- **Wastewater plan and profile sheets and details**
  - Minimum scale 1” =50’ horizontal, 1” =5’vertical
  - Computation of design flows
  - Pipe size, material and slope
  - Pipe capacity and velocity when flowing full
  - Peak wet weather flow
  - Utility crossings shall be shown on profile
  - Details, as applicable for – pipe trench detail, pipe mandrel (sized properly for pipe type and size), wastewater service and cleanout

- **Water system plan (and profile for water lines greater than 12”) and details**
  - Minimum scale 1” = 50” horizontal, 1” = 5’ vertical
*joint restraint calculations
*utility crossings shall be shown on profile
*details, as applicable for - pipe trench detail, water valve and box, air valve and box, fire hydrant assembly, water service and meter box, blow-off assembly

- Electric and Communications Plan
  *street light locations
  *details, as applicable for – light post function; light post standard, mast arm and luminaire
- Striping and signage plan
  *Details, as applicable for – sign standards and signs, striping layouts and specifications (if not detailed on plan)
- Traffic Control Plan
- Additional information to be included, if applicable
  *TCEQ Construction Notes
  *Edwards Aquifer Recharge, Transition and/or Contributing Zone
  *Edwards Aquifer Recharge Features
  *Sensitive Feature Protection Zone Boundaries
  *Water Quality and Buffer Zones

☐ Date of approval for Concept or Master Plan: ____________  ☐ Not Applicable**

☐ Date of approval of Preliminary Plan: _________________  ☐ Not Applicable**

☐ Date of approval for Out of City Utility Request: __________  ☐ Not Applicable**

☐ Date of approval for Phase 2 Watershed Protection Plan:___  ☐ Not Applicable**

☐ List accompanying or pending applications here: _________________________________________________

**Additional information may be required at the request of the Department**

*each item listed must be submitted or an explanation provided

**No explanation required

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

Signed: _____________________________  Date: _______________________

Print Name: ___________________________________________________________________

☐ Engineer  ☐ Architect/Planner  ☐ Surveyor  ☐ Owner  ☐ Agent
<table>
<thead>
<tr>
<th><strong>AGENT AUTHORIZATION TO REPRESENT PROPERTY OWNER</strong></th>
</tr>
</thead>
</table>

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

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

Signature of Property Owner: __________________________________     Date: ____________
Printed Name: ______________________________________________

Signature of Agent: __________________________________________     Date: ____________
Printed Name: ______________________________________________

To be completed by Staff:       Permit # __________-__________