Project Name: _____ **Date:** _____

Plat Name: _____

Project Address: _____

PARKING LOT IMPROVEMENT CHECKLIST

Engineering plans are generally required for parking lot projects. The following is an abbreviated checklist for typical parking lot improvements compiled from the larger Engineering Plan Submittal Requirements. **Larger parking lot projects may be required to go through the Site Plan Process to obtain an approved site plan prior to submission of Engineering Plans.** Engineering plans must address all applicable City, State and Federal requirements, including requirements for **drainage**, grading, fire protection, utilities and traffic. Plans shall also include applicable City standard construction details.

Submittal - Administrative Requirements:

- ☐ Transmittal Letter listing all items being submitted
- ☐ Completed Engineering Plan Submittal Application
- ☐ Appropriate Engineering Plan Review Fees (if required)
- ☐ Two complete **Engineering Plan Sets** (22" x 34") - see below for specifics
- ☐ Grading Permit, notarized, completed and fee (if required)
- ☐ Impervious Area Form Summary – updated
- ☐ If area to be disturbed is 5 acres or over – Executed TCEQ Notice of Intent (NOI)

Engineering Plans Sets Shall Include:

- ☐ Cover Sheet
- ☐ Current Plat – replatting may be required is additional public easements are needed
- ☐ Dimensional Control/Paving/Grading Plan – Showing the following items:
  - o Dumpster Pad Location
  - o Fire Lane and Fire Hydrant locations – Existing and proposed if required
  - o Visibility Triangles and Easements
  - o Existing contour lines (maximum 2' contour interval)
  - o Proposed contour lines (maximum 2' contour interval)
  - o Benchmark location and elevation
  - o Spot elevations for proposed paving and other improvements such as (Top of Curb, finished floor, driveway apron, drainage inlet throat, flowline, etc.)
- ☐ Drainage Area Map (see City drainage ordinance for additional information required on the Drainage Area Map)
- ☐ Storm Drainage Plans – show culverts, headwalls, storm sewer pipe, inlets, downspouts, etc.
- ☐ SWP3 / Erosion Control Plan (if over 1 acre)
- ☐ Traffic Control, Paving and Grading Notes
- ☐ Standard Details (typically)
  - o Paving sheet3 – sidewalks, approaches
  - o Standard and Recessed Inlets
  - o Storm Water Sheet – manholes, pipes
  - o Special Inlets (Y-inlets)
  - o Standard Details Water One