

ORDINANCE 2019-34

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS ADOPTING A DEVELOPMENT MANUAL IN COMPLIANCE WITH CHAPTER 14, "ZONING," EXHIBIT A, "ZONING ORDINANCE," SECTION I – "ENACTING PROVISIONS," SECTION 6.1 – "DEVELOPMENT MANUAL," AND WITH CHAPTER 10 – "SUBDIVISIONS," ARTICLE 10.03 – "SUBDIVISION ORDINANCE," SECTION 3, – "PURPOSE, AUTHORITY AND JURISDICTION," AS SHOWN AS EXHIBIT A; AND PROVIDING FOR FINDINGS OF FACT, ADOPTION, ENFORCEMENT, A REPEALER, AND SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.

WHEREAS, House Bill 3167 of the 86th Session of the Texas Legislature requires that a subdivision development plan, subdivision construction plan, site plan, land development application, site development plan, preliminary plat, general plan, final plat, and replat be approved, approved with conditions, or disapproved by staff and/or Planning & Zoning Commission within 30 days of submission or it is deemed approved by inaction; and

WHEREAS, Texas Local Government Code Chapter 212, Subchapter A. Regulation of Subdivisions, Section 212.002. Rules grants authority to a governing body of a municipality, after conducting a public hearing on the matter, to adopt rules governing plats and subdivisions of land within the municipality's jurisdiction to promote the health, safety, morals, or general welfare of the municipality and the safe, orderly, and healthful development of the municipality; and

WHEREAS, To ensure compliance with Texas Local Government Code Chapters 211 and 212, City Council will annually adopt Schedule of Uniform Submittal Dates for Zoning Change & CUP applications, Public Improvement Plan applications, Plat applications, and Site Development Plan applications. The Schedule of Uniform Submittal Dates will include dates when applications will be accepted, when review for completeness checks will occur, and Planning & Zoning Commission meetings.

WHEREAS, In compliance with Chapter 14 – "Zoning," of the Code of Ordinances, Exhibit A, "Zoning Ordinance," Section 6.1 – "Development Manual," and with Chapter 10 – "Subdivisions", Article 10.03 – "Subdivision Ordinance," Section 3 – "Purpose, Authority and Jurisdiction," which require a Development Manual, City Council adopts a Development Manual dated August 27, 2019, in compliance with both requirements.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS THAT:

SECTION 1. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

SECTION 2. ADOPTION

The City Council hereby adopts the Development Manual dated August 27, 2019, as attached in Exhibit A.

SECTION 3. REPEALER

In the case of any conflict between other provisions of this Ordinance and any existing Ordinance of the City, the provisions of this Ordinance will control.

SECTION 4. SEVERABILITY

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, that invalidity or the unenforceability will not affect any other provisions or applications of this Ordinance that can be given effect without the invalid provision.

SECTION 5. ENFORCEMENT

The City shall have the power to administer and enforce the provisions of this ordinance as may be required by governing law. Any person violating any provision of this ordinance is subject to suit for injunctive relief as well as prosecution for criminal violations, and such violation is hereby declared to be a nuisance.

Nothing in this ordinance shall be construed as a waiver of the City's right to bring a civil action to enforce the provisions of this ordinance and to seek remedies as allowed by law and/or equity.

SECTION 6. EFFECTIVE DATE

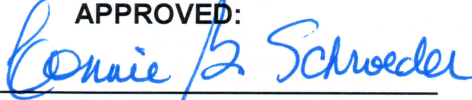
This Ordinance shall be effective immediately upon passage and publication.

SECTION 7. OPEN MEETINGS

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

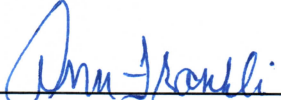
READ & ACKNOWLEDGED on First Reading on the 14th day of August 2019.

READ & APPROVED on the Second Reading on the 27th day of August 2019.

by **APPROVED:**


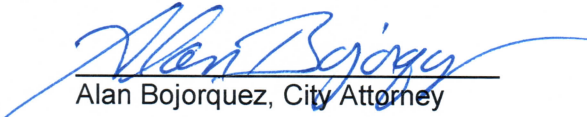
Connie B. Schroeder, Mayor

ATTEST:



Ann Franklin, City Secretary

APPROVED AS TO FORM:



Alan Bojorquez, City Attorney

City of Bastrop Development Manual



**Planning & Development Department
1311 Chestnut Street
Bastrop, Texas 78602
(512) 332-8840**

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Development Team

Development Team

Building Inspection

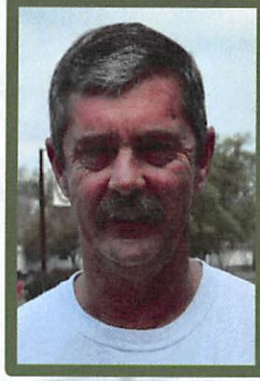


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City of Bastrop, TX Development Process

Planning Application

City of Bastrop, TX Development Process

Pre-Development Meeting



City of Bastrop, Texas

Conceptual Drainage Plan Checklist

Planning Department • 1311 Chestnut Street • 512-332-8840

APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal	Bastrop Ordinance 2019-36 – Stormwater Drainage Design Manual – Appendix A requires:	Meets Standard	Does Not Meet Standard
	A. Conceptual Drainage Site Plan		
	The conceptual drainage site plan shall be submitted at the time of Concept Plan submittal at the same scale as the Concept Plan, preferably one inch is equal to fifty feet (1"=50') and shall include:		
	1. Project Description.		
	1a. Address and legal description of site.		
	1b. Vicinity map.		
	1c. Land use.		
	2. Existing Conditions.		
	2a. Copy of applicable digital orthophotos showing the proposed boundaries.		
	2b. A topographic map of existing site conditions (no greater than two-foot (2') contour interval with drainage basin boundaries indicated and project boundaries shown at the same scale as the Sketch Plat.		
	3. Total area size of development in acres.		
	4. Total impervious area as a percentage (%) of total area.		
	5. Benchmarks used for site control.		
	6. Perennial and intermittent streams.		
	7. Map of predominant soils from USDA soil surveys.		
	8. Boundaries of existing predominant vegetation.		
	9. Location and boundaries of other natural feature protection and conservation areas, such as wetlands, lakes, ponds, floodplains, stream buffers and other setbacks (e.g., drinking water well setbacks, septic setbacks, etc.		
	10. Location of existing roads, buildings, parking areas and other impervious surfaces.		
	11. Existing utilities (e.g., water, sewer, gas, electric) and easements.		
	12. Location of existing drainage conveyance systems such as grass channels, swales, and storm drains.		
	13. Flow paths.		
	14. Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainage systems.		
	15. Location and dimensions of existing channels, bridges or culvert crossings.		
	B. Conceptual Site Layout		
	1. Hydrologic analysis to determine conceptual runoff rates, volumes, and velocities to support selection of stormwater controls.		
	2. Conceptual site design identifying integrated site design practices used.		
	3. Conceptual estimates of the three-storm design approach requirements (i.e. 2-year, 25-year and 100-year 24-hour storms)		
	4. Conceptual selection, location and size of proposed structural stormwater controls.		
	5. Conceptual limits of proposed grading and clearing.		
	6. Total proposed impervious area, as a percentage of total area.		

Overview

Development Type Dictates Process

Property / Development Type	Zoning	Platting	Public Improvements	Site Plan
Single Lot – Residential	X	X (Minor Plat required, if not a Lot of Record)	X (if utility extension(s) are needed.)	
Single Lot – Multi-Family or Commercial	X	X	X (if public improvements are required)	X
Residential Subdivision	X	X	X	
Mixed-Used Development	X	X	X	X

Zoning Change Process

EXHIBIT A

2019 – 2020 Zoning Change & Conditional Use Permit (CUP) Schedule of Uniform Submittal Dates

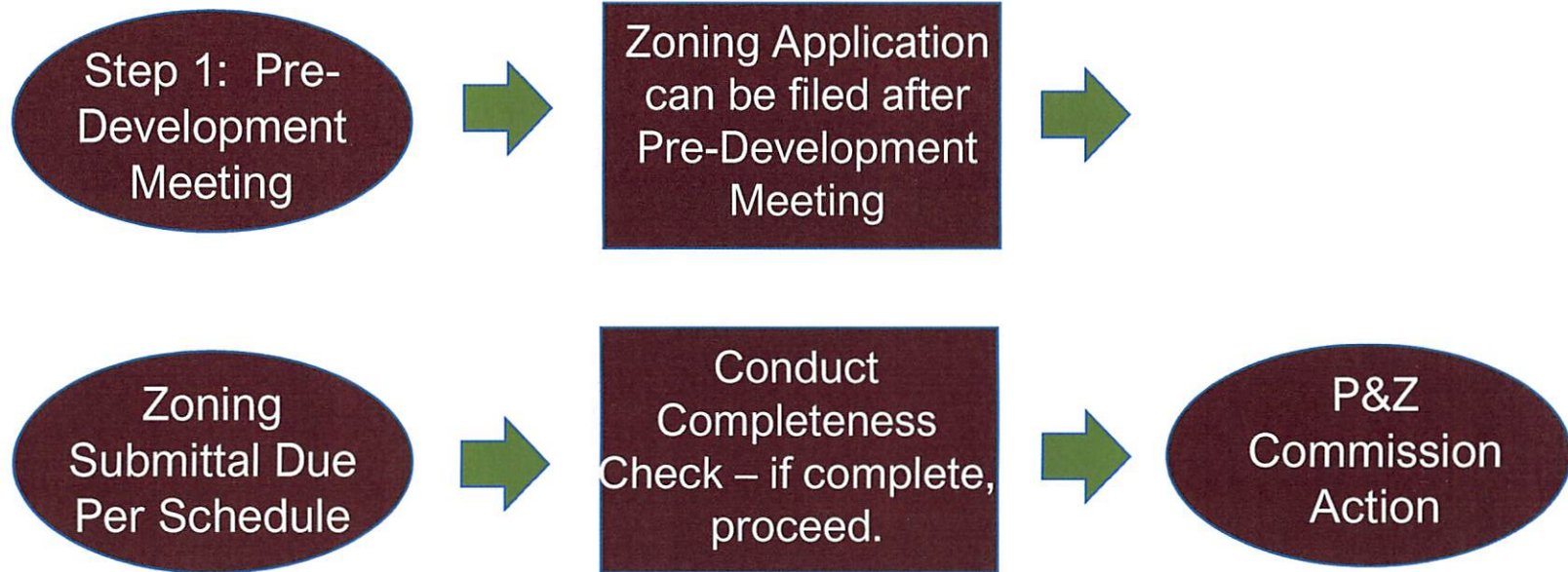
Zoning Submission will only be accepted on these dates between 8:00 a.m. - 3:00 p.m.	All Submissions shall be reviewed for completeness and must be deemed administratively complete to be considered filed.	Due Date for Public Notice Notification in the Bastrop Advertiser	Planning & Zoning Commission Meeting Date	City Council Meeting Date 1 st Reading	City Council Meeting Date 2 nd Reading
9/16/2019	9/17/2019	10/8/2019	10/31/2019	11/12/2019	11/26/2019
10/7/2019	10/8/2019	10/29/2019	11/21/2019	11/26/2019	12/10/2019
11/4/2019	11/5/2019	11/26/2019	12/19/2019	1/14/2020	1/28/2020
12/16/2019	12/17/2019	1/7/2020	1/30/2020	2/11/2020	2/25/2020
1/13/2020	1/14/2020	2/4/2020	2/27/2020	3/10/2020	3/24/2020
2/10/2020	2/11/2020	3/3/2020	3/26/2020	4/14/2020	4/28/2020
3/16/2020	3/17/2020	4/7/2020	4/30/2020	5/12/2020	5/26/2020
4/13/2020	4/14/2020	5/5/2020	5/28/2020	6/9/2020	6/23/2020
5/11/2020	5/12/2020	6/2/2020	6/25/2020	7/14/2020	7/21/2020
6/15/2020	6/16/2020	7/7/2020	7/30/2020	8/11/2020	8/25/2020
7/13/2020	7/14/2020	8/4/2020	8/27/2020	9/8/2020	9/22/2020
8/10/2020	8/11/2020	9/1/2020	9/24/2020	10/13/2020	10/27/2020
9/14/2020	9/15/2020	10/6/2020	10/29/2020	11/10/2020	11/24/2020
10/5/2020	10/6/2020	10/27/2020	11/19/2020	11/24/2020	12/8/2020
11/2/2020	11/3/2020	11/24/2020	12/17/2020	1/12/2021	1/26/2021

*Adopted by City Council on August 27, 2019 – Ordinance 2019-32



Zoning Change & CUP Schedule of Uniform Submittal Dates – 2019/2020

Proposed Process Overview – Zoning Process



Process – Zoning

Pre-Development Meeting (Mandatory) STEP 1

- Requires complete application and appointment
- Provide sketch drawing of lot, block and street layout
- Discuss land-uses/fiscal sustainability
- Feedback from Staff



Process – Zoning

Zoning Submittal	Review for Completeness Check	Planning & Zoning Commission Consideration	City Council Consideration
<ul style="list-style-type: none"> Once Pre-Development Mtg. occurs, a completed Zoning application can be submitted according to the Zoning Schedule Uniform Submittal Dates. 	<ul style="list-style-type: none"> Review for Administrative Compliance. If complete, goes onto P&Z Commission agenda. If incomplete, submittal is rejected. 	<ul style="list-style-type: none"> Conducts a Public Hearing. Recommends approval or denial to City Council. 	<ul style="list-style-type: none"> Conducts a Public Hearing. Approves or denies Zoning request.

Platting Process

EXHIBIT A

2019 – 2020 Plat & Site Plan Schedule of Uniform Submittal Dates

Plat Submissions will only be accepted on these dates between 8:00 a.m. - 12:00 p.m.	All Submissions shall be reviewed for completeness and must be deemed administratively complete to be considered filed.	Due Date for Public Notice Notification in the Bastrop Advertiser, if Public Hearing is Required.	Responses to Approval with Conditions will only be accepted on these dates between 8:00 a.m. – 3:00 p.m. for Inclusion on Planning & Zoning Commission Meeting Agenda or Administrative Review in the same month. (15 Day Review Requirement or Deemed Approved)	DRC Committee Review – Staff Recommendation to Approve, Approve with Conditions or Disapprove	Planning & Zoning Commission Packet Published	Planning & Zoning Commission Meeting Date / Administrative Decision for Amending Plats & Replats not requiring Public Hearing.
9/3/2019	9/3/2019	9/3/2019	9/13/2019	9/19/2019	9/20/2019	9/26/2019
10/7/2019	10/8/2019	10/8/2019	10/18/2019	10/24/2019	10/25/2019	10/31/2019
10/28/2019	10/29/2019	10/29/2019	11/08/2019	11/14/2019	11/15/2019	11/21/2019
11/25/2019	11/26/2019	11/26/2019	12/06/2019	12/12/2019	12/13/2019	12/19/2019
1/06/2020	1/7/2020	1/7/2020	1/17/2020	1/23/2020	1/24/2020	1/30/2020
2/3/2020	2/4/2020	2/4/2020	2/14/2020	2/20/2020	2/21/2020	2/27/2020
3/3/2020	3/3/2020	3/3/2020	3/13/2020	3/19/2020	3/20/2020	3/26/2020
4/6/2020	4/7/2020	4/7/2020	4/17/2020	4/23/2020	4/24/2020	4/30/2020
5/4/2020	5/5/2020	5/5/2020	5/15/2020	5/21/2020	5/22/2020	5/28/2020
6/1/2020	6/2/2020	6/2/2020	6/12/2020	6/18/2020	6/19/2020	6/25/2020
7/6/2020	7/7/2020	7/7/2020	7/17/2020	7/23/2020	7/24/2020	7/30/2020
8/3/2020	8/4/2020	8/4/2020	8/14/2020	8/20/2020	8/21/2020	8/27/2020
8/31/2020	9/1/2020	9/1/2020	9/11/2020	9/17/2020	9/18/2020	9/24/2020
10/5/2020	10/6/2020	10/6/2020	10/16/2020	10/22/2020	10/23/2020	10/29/2020
10/26/2020	10/27/2020	10/27/2020	11/6/2020	11/12/2020	11/13/2020	11/19/2020
11/23/2020	11/24/2020	11/24/2020	12/4/2020	12/10/2020	12/11/2020	12/17/2020

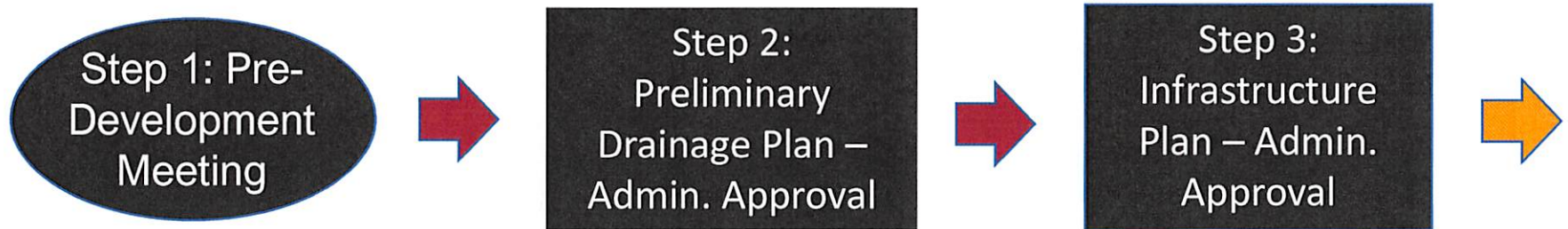
*Adopted by City Council on August 27, 2019 – Ordinance 2019-32



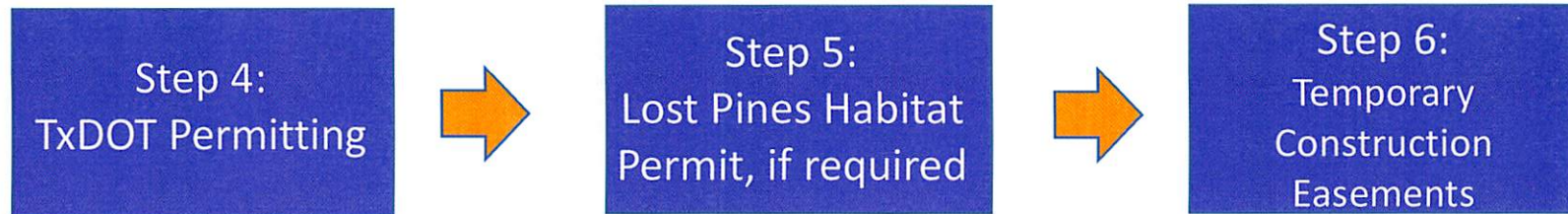
Plat & Site Plan Schedule of Uniform Submittal Dates – 2019/2020

Preliminary Plat Process

Proposed Process Overview – Preliminary Plat Process



Steps 1 – 3 are SEQUENTIAL and MUST be completed before proceeding to next step.



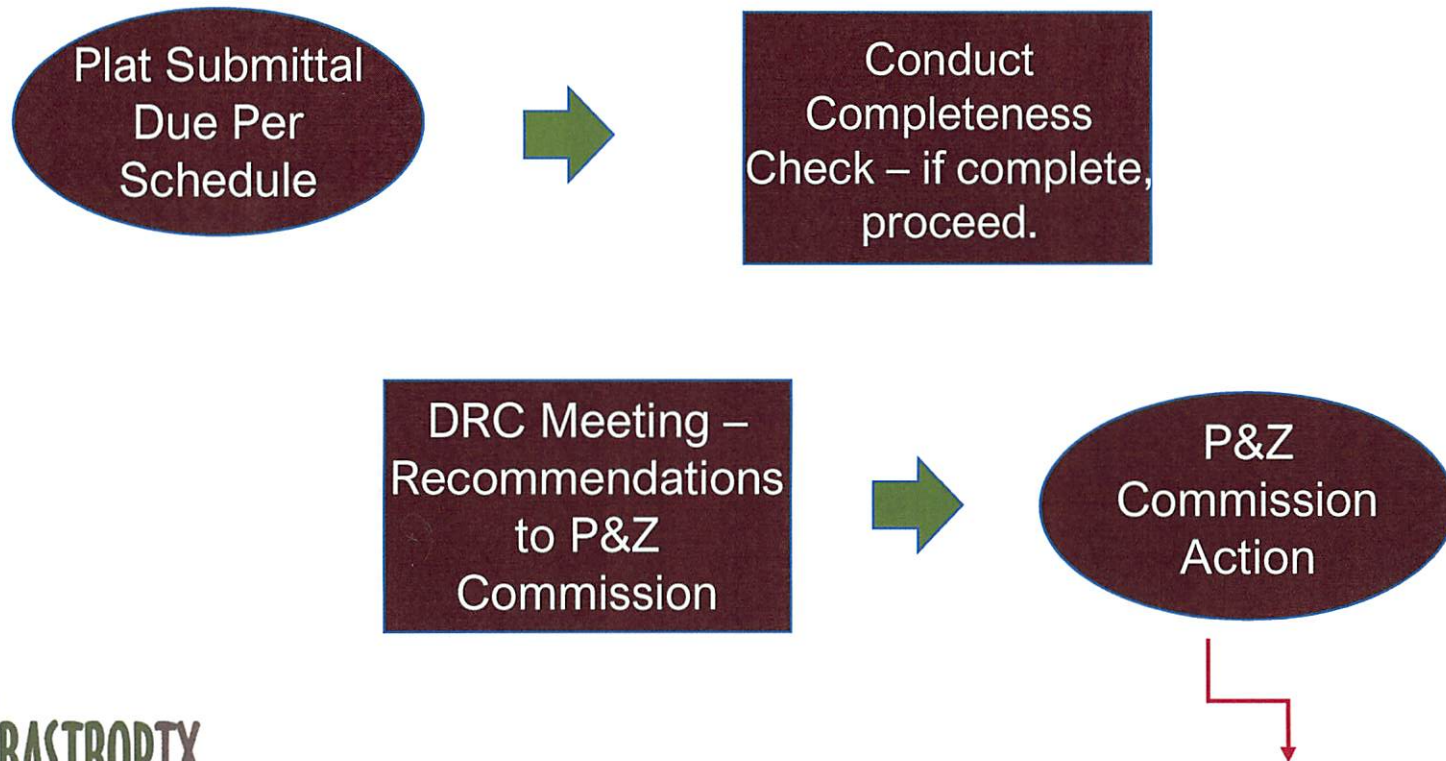
Steps 4 - 6 are CONCURRENT and MUST be completed before plat submittal.



NOTE: At this point, ALL engineering elements have been removed from platting and approved. ALL permits that impact a plat have been acquired. The Plat should be “lines on a map.”

City of Bastrop, TX Development Process

Proposed Process Overview – Preliminary Plat Process



Platting Process – Preliminary Plat

Pre-Submittal Meeting for Subdivision (Optional)

- Meet with Staff to discuss process, design standards, and drainage requirements.

Pre-Development Meeting (Mandatory) STEP 1

- Requires complete application and appointment
- Provide sketch drawing of lot, block and street layout
- Provide concept drainage plan
- Discuss land-uses/fiscal sustainability
- Comments from Staff within five (5) days that provide a roadmap



Platting Process – Preliminary Plat

(Sequential Process – Removes all Engineering Elements)

Preliminary Drainage Plan (Step 2)

- As required in Stormwater Drainage Manual – Checklist provided
- Requires a Geotechnical Report
- Shall be submitted and approved by City Engineer before going to Step 3.

Infrastructure Plan (Step 3)

- Provides a “bird’s eye” view of proposed infrastructure improvements and how improvements will connect to existing infrastructure.
- Reviewed by City Engineer, Public Works (Parks, Water, Wastewater), Fire, Electric.
- Shall be submitted and approved by City Engineer before going to Step 4 – 6.



City of Bastrop, TX Development Process

Platting Process – Preliminary Plat

(Concurrent Process – External Processes Outside City Control)

TxDOT Permits (Step 4)	Lost Pines Habitat Conservation Permit (Step 5)	Temporary Construction Easements (Step 6)
<ul style="list-style-type: none">If a TxDOT permit is required (use of their ROW) for sidewalks, driveways, etc., a copy of the issued TxDOT permit is required with the Preliminary Plat application.	<ul style="list-style-type: none">If a Lost Pines Conservation Permit is required from County, a copy of this County issued permit is required with the Preliminary Plat application.	<ul style="list-style-type: none">All temporary construction easements for infrastructure must be acquired and submitted with the Preliminary Plat application.



Platting Process – Preliminary Plat

(Submission Process – 30 Approval Process Required by HB 3167)

Preliminary Plat Submittal	Review for Completeness Check	Planning & Zoning Commission Consideration
<ul style="list-style-type: none"> Once all of the required steps are met, a completed Preliminary Plat application can be submitted according to the Plat & Site Plan Schedule Uniform Submittal Dates. 	<ul style="list-style-type: none"> Review for Administrative Compliance. If complete, goes onto P&Z Commission agenda. If incomplete, submittal is rejected. 	<ul style="list-style-type: none"> Municipal authority for Plat approval. If all standards are met, must approve within 30 days or deemed approved. If disapprove, must give written reason.



City of Bastrop, TX Development Process

Preliminary Drainage Checklist



City of Bastrop, Texas

Preliminary Drainage Plan Checklist

Planning Department • 1311 Chestnut Street • 512-332-8840

APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal	Bastrop Ordinance 2019-36 – Stormwater Drainage Design Manual – Appendix B requires:	Meets Standard	Does Not Meet Standard
	For a standard plat, this sheet shall be submitted with the preliminary plat and shall be at the same scale as the preliminary plat. For a minor plat, this sheet shall be submitted with the final plat. The preliminary drainage site plan should consist of maps, narrative, and supporting design calculations (hydrologic and hydraulic) for the proposed stormwater management system. The scale of supplementary plans, profiles and cross-sections shall be sufficient to clearly show details, if required to demonstrate the adequacy of existing or proposed facilities. The Preliminary Drainage Plan shall include the following sections:		
	1. Existing Conditions Hydrologic Analysis. Provide an existing condition hydrologic analysis for stormwater runoff rates, volumes, and velocities which includes:		
	1a. Existing conditions data developed in the conceptual drainage site plan;		
	1b. All existing stormwater conveyances and structural control facilities;		
	1c. Direction of flow and exits from the site;		
	1d. Analysis of runoff provided by off-site areas upstream of the project site;		
	1e. Methodologies, assumptions, site parameters and supporting design calculations used in analyzing the existing conditions site hydrology.		
	2. Project Description and Design Considerations. Provide an updated description of the project and the considerations and factors affecting the design approach that have changed between the conceptual and preliminary plans, including:		
	2a. A description of the overall project and the site plan showing facility locations, roadways, etc.;		
	2b. A discussion of the applicable local criteria and how it will be integrated into the design of the project;		
	2c. Evaluate the integrated and low impact design site design practices and their applicability to this site;		
	2d. A discussion of any credits for integrated site design being requested;		
	2g. Identify hotspot land uses, if applicable, and how runoff will be addressed.		
	3. Post-Development Hydrologic Analysis. Provide a post-development hydrologic analysis for stormwater runoff rates, volumes, and velocities, which includes:		
	3a. A topographic map of developed site conditions (minimum one-foot (1') contour interval recommended) with post development basin boundaries indicated;		
	3b. Total area of post development impervious surfaces and other land cover areas for each sub-basin affected by the project;		
	3c. Runoff calculation for flood control and streambank protection for each sub-basin.		
	3d. Location and boundaries of proposed natural feature protection and conservation areas;		
	3e. Methodologies, assumptions, site parameters and supporting design calculations used in analyzing the post-development conditions site hydrology;		
	3f. Supporting documentation that there is existing streambank protection/reinforcement or that the planned development will provide streambank protection downstream;		
	3g. Supporting calculations for a downstream peak flow analysis to show safe passage of post-development design flows downstream. Document point downstream at which analysis ends, and how it was determined.		
	3h. Where a lot is located adjacent to a major drainage course or overflow channel, such that a part of all of the lot lies within the regulatory 100-year flood boundary, the drainage plan shall show proposed building sites and elevations required to put finish floor a minimum of one foot (2') above the 100-year flood level of drainage course		

		or overflow channel as stipulated in the City of Bastrop's Flood Damage Prevention Regulations, as periodically amended.		
		In calculating runoff volumes and discharge rates, consideration may need to be given to any planned future upstream land use changes. Depending on the site characteristics and given local design criteria, upstream lands may need to be modeled as "existing conditions" of "projected buildout/future condition" when sizing and designing on-site conveyances and stormwater controls.		
	4.	Stormwater Management System Design. Provide drawings and design calculations for the proposed stormwater management system, including:		
	4a.	A drawing or sketch of the stormwater management system including the location of nonstructural site design features and the placement of existing and proposed structural stormwater controls. This drawing should show design water surface elevations, storage volumes available from zero to maximum head, location of inlets and outlets, location of bypass and discharge systems, and all orifice/restrictor sizes;		
	4b.	Narrative describing that appropriate and effective structural stormwater controls have been selected;		
	4c.	Cross-section and profile drawings and design details for each of the structural stormwater controls in the system. This should include supporting calculations to show that the facility is designed to the applicable design criteria;		
	4d.	Hydrologic and hydraulic analysis of the stormwater management system for all applicable design storms (should include stage-storage or outlet rating curves, and inflow and outflow hydrographs);		
	4e.	Drawings, design calculations and elevations for all existing and proposed stormwater conveyance elements including stormwater drains, pipes, culverts, catch basins, channels, swales and areas of overland flow.		
	5.	Plans shall show storm (flood) water routing and all drainage structures with sizes of culverts, retarding and retaining structures, drainage easements with course and distance of centerline and boundaries, lot lines, street layout, proposed inlets, culverts, roadside swales, channel sections and slopes, bridges, channel improvements, levees, or berms, fills necessary to elevate land above flood levels, and remove same from the flood area.		
	6.	The limits of the 100-year frequency storm watershed area shall be shown for all water ways, including overflow of structures and related backwater effects. Storm water runoff resulting from a design storm of 100-year frequency shall be contained within the available right-of-way and/or drainage easement. All drainage facilities must be designed for a capacity to safely contain storm water from a design storm of 25-year frequency and sufficient right-of-way and drainage easements to accommodate the 100-year frequency.		
	7.	The drainage plan shall be prepared by a Licensed Professional Engineer of the State of Texas, whose seal and signature shall appear on the plan.		
	8.	Engineering drainage report to support all drainage designs shall be submitted to the City. Computations shall be complete and orderly and shall clearly state all assumptions and design basis.		
	9.	Profiles, cross-sections, or substantiating data may be required at the City's request as necessary to support flood levels and backwater analysis.		

Infrastructure Plan Checklist

City of Bastrop, TX Development Process



City of Bastrop, Texas Infrastructure Plan Checklist

Planning Department • 1311 Chestnut Street • 512-332-8840

APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal	Bastrop Code of Ordinances, Chapter 10 – Subdivision, Section 5.05.2b - Infrastructure Plan requires:	Meets Standard	Does Not Meet Standard
	1 COVER SHEET		
1.1	Title of Project, Location, and Type of Plans		
1.2	Sheet Index/Table of Contents		
1.3	Vicinity Map of the Project including surrounding streets with a north arrow pointing in the correct direction		
	2 NOTE SHEET(S)		
2.1	City of Bastrop general construction notes, water notes, wastewater notes, and erosion, sedimentation control and tree protection notes.		
2.2	Project Specific Notes (Must not conflict with other required notes).		
2.3	Street Summary Design Table with Pavement		
	3 EROSION, SEDIMENTATION AND TREE PROTECTION SHEET		
3.1	Drainage flow arrows/patterns		
3.2	Clearly marked limits of construction		
3.3	Location of all known underground storage tanks		
3.4	Location of all critical environmental features and their required setbacks		
3.5	All areas of cut and fill > or = 4' clearly labeled		
	4 DEMOLITION PLAN		
4.1	Show all structures being demolished		
4.2	Will there be a need for infill, call-outs for infill material and positions?		
	5 STREET PLAN AND PROFILE		
5.1	Street names, lot and block numbers		
5.2	Benchmarks that are spotted in plain view, conveniently spaced (500'±), located outside construction limits, set on permanent structure		
5.3	Match lines for continuations of streets on other streets		
5.4	Clearly show the beginning and ending of project		
5.5	All fill areas shaded/hatched on profile		
5.6	Sidewalks and approved ADA ramps		
5.7	Existing street slopes at tie-ins to existing		
5.8	Verify sufficient clearance exists for driveways from inlet transitions, streetlights, fire hydrants, etc.		
5.9	ADA ramp wings shown		
5.10	Street end barricades shown		
5.11	Intersecting and adjacent streets: type and width of private, walks, alleys		
5.12	Mailbox locations		
	6 OVERALL WASTEWATER LAYOUT		
6.1	Street names, lot names, and block letters		
6.2	Lot dimensions		
6.3	Surrounding subdivision names/property owners		
6.4	Services applied to lateral to each lot		
6.5	Street names, street/alley widths, fences, and right-of-way widths		
6.6	Existing pavements (type) and existing/proposed easements (type and width)		
6.7	Adjoining buildings and improvements		
6.8	"Connect to" note to an existing wastewater main		
6.9	Wastewater designation, size, and direction of flow		
6.10	Manholes at all future stub outs		
6.11	Easements for all offsite sewer lines		
6.12	Centerline station every 300', deflection angles at points of intersection		
6.13	Detail for water/wastewater crossing		

APPLICANT:		OFFICIAL USE ONLY		
Included in Submittal	Bastrop Code of Ordinances, Chapter 10 – Subdivision, Section 5.05.2b - Infrastructure Plan requires:		Meets Standard	Does Not Meet Standard
6.14	Main lines between manholes must be straight, with no more than 300 feet between manholes			
WASTEWATER PLAN AND PROFILE				
7.1	All wastewater main overall plan			
7.2	Vertical scale of 1" = 5'			
7.3	Existing ground and proposed ground/subgrade/top of curb			
7.4	Direction, length, size and type of pipe			
7.5	Elevations of all crossing utilities in the wastewater overall plan			
7.6	Size of manholes			
7.7	Drop manholes identified			
7.8	Existing/proposed manholes, pipes and sizes (parallel to mains)			
7.9	Existing/proposed bridges, culverts and drainage channels			
8	OVERALL WATER PLAN			
8.1	Water service at each lot			
8.2	Existing/proposed main lines			
8.3	Street names, lot numbers, and block letters			
8.4	Street/alley widths, rights-of-way, and lot dimensions			
8.5	Valves provided on all legs of pipe intersections			
8.6	All bends are 45 degrees or less			
8.7	Automatic flush valves at all dead ends			
8.8	Air release valves at all high points			
8.9	Utility easements for all pipes off-site			
8.10	Fittings, fire hydrants, manholes, services, and taps are shown			
8.11	Utility crossing details			
8.12	Main designation with stationing			
8.13	Material call-out for water main(s)			
8.14	All existing pavements (type), existing and proposed easements (type and width)			
8.15	Show location and size of existing/proposed water meter(s)			
8.16	All fire lines must be ductile iron , =>6"			
9	WATER PLAN AND PROFILE (ALL WATER LINES MUST BE PROFILED)			
9.1	Clearly labeled vertical scale of 1" = 5' (All plans must be drawn to scale)			
9.2	Direction, linear foot, size, and material callout for all water mains			
9.3	Existing underground utilities (parallel)			
9.4	Existing and proposed storm sewer manhole, pipes, sizes (parallel to mains)			
9.5	All existing and proposed utilities (including gas lines, buried or overhead power or telephone lines)			
10	SIGN, STRIPING, AND SLEEVE LAYOUT			
10.1	Stop bars at all stop sign locations			
10.2	"No through truck" signs at all subdivision entrances			
10.3	Note for all signs and striping to be installed per TX Manual on Uniform Traffic Control			
10.4	Show all sleeves and conduit for dry utilities (i.e. gas, cable, phone)			
11	LIGHTING PLAN			
11.1	Street Light Locations with coverage areas			
11.2	All utility lines must be installed underground.			
12	PHASING PLAN			
12.1	Provide Applicable Phasing Plan			
13	TRAFFIC CONTROL PLAN			
13.1	Provide applicable traffic control and detour details			
14	WASTEWATER DETAILS			
14.1	Current City of Bastrop detail (when inside Bastrop CCN)			
14.2	Current Utility Provider detail (when outside Bastrop CCN)			
15	WATER DETAILS			
15.1	Current City of Bastrop detail (when inside Bastrop CCN)			
15.2	Current Utility Provider detail (when outside Bastrop CCN)			

Public Improvement Plan Process

City of Bastrop, TX Development Process

EXHIBIT A

2019 – 2020 Public Improvement Plan Schedule of Uniform Submittal Dates

Public Improvement Plan Submission will only be accepted on these dates between 8:00 a.m. - 3:00 p.m.	All Submissions shall be reviewed for completeness and must be deemed administratively complete to be considered filed.	Responses to Approval with Conditions will only be accepted on these dates between 8:00 a.m. – 3:00 p.m. for City Engineer Action calendared on same line*	DRC Review Approval with Conditions – Staff Recommendations to Approve /Disapprove	*City Engineer Action on Public Improvement Plans
9/16/2019	9/17/2019	9/27/2019	10/3/2019	10/10/2019
10/21/2019	10/22/2019	11/1/2019	11/7/2019	11/14/2019
11/18/2019	11/19/2019	12/2/2019	12/5/2019	12/12/2019
12/30/2019	12/31/2019	1/10/2020	1/16/2020	1/23/2020
1/20/2020	1/21/2020	1/31/2020	2/6/2020	2/13/2020
2/17/2020	2/18/2020	2/28/2020	3/5/2020	3/12/2020
3/16/2020	3/17/2020	3/27/2020	4/2/2020	4/9/2020
4/20/2020	4/21/2020	5/1/2020	5/7/2020	5/14/2020
5/18/2020	5/19/2020	5/29/2020	6/4/2020	6/11/2020
6/15/2020	6/16/2020	6/26/2020	7/2/2020	7/9/2020
7/20/2020	7/21/2020	7/31/2020	8/6/2020	8/13/2020
8/17/2020	8/18/2020	8/28/2020	9/3/2020	9/10/2020
9/14/2020	9/15/2020	9/25/2020	10/1/2020	10/8/2020
10/19/2020	10/20/2020	10/30/2020	11/5/2020	11/12/2020
11/16/2020	11/17/2020	11/30/2020	12/3/2020	12/10/2020

*Adopted by City Council on August 27, 2019 – Ordinance 2019-32



Public Improvement Plan Schedule of Uniform Submittal Dates – 2019/2020

Proposed Process Overview – Public Improvement Plan (PIP)

Step 1: Final
Drainage Plan



PIP Application can
be filed when Final
Drainage Plan is
approved.



PIP Submittal
Due Per
Schedule



Conduct
Completeness
Check – if complete,
proceed.



DRC Meeting –
Recommendations
to City Engineer



Administrative
Action



**Administrative Action
MUST occur within 30
days of acceptance or
deemed APPROVED.**



Process - Public Improvement Plan

Final Drainage Plan – Step 1

- As required in Stormwater Drainage Manual – Checklist provided
- Requires a Geotechnical Report
- Shall be submitted and approved by City Engineer before filing Public Improvement Plan Application.



Process – Public Improvement Plan (PIP)

(Submission Process – 30 Approval Process Required by HB 3167)

PIP Submittal	Review for Completeness Check	City Engineer – Administrative Review
<ul style="list-style-type: none">Once all of the required steps are met, a completed PIP application can be submitted according to the PIP Schedule Uniform Submittal Dates.	<ul style="list-style-type: none">Review for Administrative Compliance.If complete, goes onto Development Review Committee agenda.If incomplete, submittal is rejected.	<ul style="list-style-type: none">Technical details that must meet City Council approved standards.Must take action within 30 days or deemed approved.If disapprove, must give written reason.



City of Bastrop, TX Development Process

Final Drainage Checklist



City of Bastrop, Texas

Final Drainage Plan Checklist

Planning Department • 1311 Chestnut Street • 512-332-8840

APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal	Bastrop Ordinance 2019-36 – Stormwater Drainage Design Manual – Appendix C requires:	Meets Standard	Does Not Meet Standard
	1. Final Drainage Plans. Upon approval of the preliminary drainage study, the developer shall submit detailed plans, specifications and cost projections prepared by a registered professional engineer registered in the State of Texas and experienced in municipal drainage work. Existing and proposed flow lines of all improvements shall be shown. Unless otherwise specified herein, drainage requirements shall be based on the City of Bastrop Stormwater Drainage Design Manual. The Hydraulic Manual prepared and compiled by the Texas Department of Transportation Bridge Division, with current revisions, may be used in cases not covered by the City of Bastrop Stormwater Drainage Design Manual. The following shall be included in the Plans:		
	1.a. Final drainage site plan, which includes all the revised elements included in the preliminary drainage site plan, plus a construction stormwater pollution prevention plan (SWPPP), a landscaping plan, stormwater maintenance plan, maintenance agreement (if needed), financial guarantee, stormwater permit application, evidence of acquisition of applicable federal and state permits, and any waiver requests		
	1.a.1. Existing and proposed topographic information, with minimum two-foot contour intervals.		
	1.a.2. Location map.		
	1.a.3. Off-site and on-site drainage area maps.		
	1.a.4. Centerline of watercourses.		
	1.a.5. Regulatory flood elevations and boundaries of flood prone areas, including Floodways where designated.		
	1.a.6. Drainage easements.		
	1.a.7. All street widths and grades.		
	1.a.8. Calculations showing the anticipated stormwater flow, including watershed area, runoff coefficient, and time of concentration. When a drainage structure or storm sewer is proposed, calculations shall be submitted showing basis for design.		
	1.a.9. Storm sewer plans and profiles showing size, grade, and pipe or culvert material. Runoff, inlet, conduit hydraulic grade line calculations are required.		
	b. Final grading and drainage construction plans, indicating two-foot contours. All street width and grades shall be indicated on the plan, and runoff figures shall be indicated on the outlet and inlet side of all drainage ditches and storm sewers, and at all points in the street at changes of grade or where the water enters another street or storm sewer or drainage ditch. Drainage easements shall be indicated. A grading plan shall be prepared for each subdivision and show in sufficient detail grading of all roads, streets, drainage structures, channels, swales, or other drainage related features and provide minimum finished floor elevations, based on an acceptable elevation datum, for proposed structures to assure a minimum of two feet (2') of freeboard to computed flood elevations for the rainfall runoff events for a one hundred (100) year frequency storm.		
	c. The location and dimensions of proposed storm drainage easements. The limits of the one hundred-year floodplain shall be shown and encompassed in a dedicated easement (see paragraph gg below). Minimum finished floor elevations at least two feet (2') above the one hundred-year (100-year) water surface elevations shall be shown for any lot within the 100-year and five-hundred-year floodplain, or adjacent to any channel, sump inlets or drainage facilities. For water courses and easement: Distances to be provided along the side lot lines from the front lot line or the high bank of a stream. Traverse line to be provided along the edge of all large water courses in a convenient location, preferably along a utility		

		easement or drainage if paralleling the easement or stream. The 100-year flood plain easement shall be shown where applicable. A note shall be provided prohibiting construction within the 100-year flood plain except for public streets or roads and utilities.		
	d.	When a drainage channel or storm sewer is proposed, complete plans, profiles and specifications shall be submitted showing complete construction details. Scales shall be no greater than one inch equals to forty or fifty feet (1" = 40' or 50') horizontally and one inch equal four or five feet (1" = 4' or 5') vertically.		
	e.	Two (2) copies of detailed cost estimates.		
	f.	A plan of the development shall be submitted depicting the final grading contours and elevations, earthwork, slopes, retaining walls, minimum finished floor elevations of all affected structures, and any other information considered necessary by the City Engineer at a scale of one inch is equal to one hundred feet (1" = 100') minimum.		
	g.	Complete detention pond plans and calculations.		
	h.	All drainage calculations are required to be present on the plans or in an engineering report signed and sealed by an engineer licensed in the State of Texas. Computations shall be complete and orderly and shall clearly state all assumptions and design basis.		
	i.	<p>The following full statement of restrictions shall be placed in the dedication instrument of any subdivision plat that contains land designated as part of a one hundred-year (100 year) floodplain by FEMA:</p> <p>"Floodplain Restriction No construction shall be allowed within a floodplain easement unless specifically approved by the City of Bastrop. Where construction is permitted, all finished floor elevations shall be a minimum of two (2) foot above the base flood elevation (100-year flood or one percent probability flood elevation.)</p> <p>Any existing creeks, lakes, reservoirs, or drainage channels traversing along or across portions of this addition, will remain as an open channel at all times and will be maintained by the individual owners of the lot or lots that are traversed by or adjacent to the drainage courses along or across said lots. The City of Bastrop will not be responsible for the maintenance and operation of said drainage ways or for the control of erosion. Each property owner shall keep the natural drainage channels traversing adjacent to their property clean and free of debris, silt, or any substance which would result in unsanitary conditions and the City shall have the right of ingress and egress for inspection and supervision of maintenance work by the property owner to alleviate any undesirable conditions which may occur. The natural drainage channel, as in the case of all-natural drainage channels, is subject to storm water overflow and natural bank erosion to an extent that cannot be defined definitively. The City of Bastrop shall not be liable for damages of any nature resulting from the occurrence of these natural phenomena, nor resulting from a failure of any structures within the natural drainage channels. The natural drainage channel crossing each lot is shown by the floodplain easement line as shown on the plat."</p>		

Public Improvement Plan Checklist

City of Bastrop, TX Development Process



City of Bastrop, Texas Public Improvement Plan Checklist

Planning Department • 1311 Chestnut Street • 512-332-8840

APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal	Bastrop Code of Ordinances, Chapter 10 – Subdivision, Section 5.05.3b - Public Improvement Plan requires:	Meets Standard	Does Not Meet Standard
	1 COVER SHEET		
	1.1 Title of Project, Location, and Type of Plans		
	1.2 City Approval Signature Block		
	1.3 City Approval Signature Notes		
	1.4 Sheet Index/Table of Contents		
	1.5 Vicinity Map of the Project including surrounding streets with a north arrow pointing in the correct direction		
	2 PRELIMINARY PLAT SHEET		
	2.1 Legible Copy of Planning & Zoning Commission Approved, Preliminary Plat		
	3 NOTE SHEET(S)		
	3.1 City of Bastrop general construction notes, water notes, wastewater notes, and erosion, sedimentation control and tree protection notes.		
	3.2 Current TCEQ Notes.		
	3.3 Project Specific Notes (Must not conflict with other required notes).		
	3.4 Temporary survey monuments		
	3.5 Permanent survey monuments		
	3.6 Street Summary Design Table with Pavement		
	3.7 Description of proposed brass benchmark(s) locations		
	4 EROSION, SEDIMENTATION AND TREE PROTECTION SHEET		
	4.1 Drainage flow arrows/patterns		
	4.2 Stabilized construction entrance		
	4.3 Existing and proposed grade(s)		
	4.4 Clearly marked limits of construction		
	4.5 Contractor staging area(s) with silt fence on downstream side		
	4.6 Location and type of all proposed temporary and permanent erosion controls		
	4.7 Location of all known underground storage tanks		
	4.8 Location of all critical environmental features and their required setbacks		
	4.9 Location of all tree protection measures		
	4.10 Survey of all trees six (6) inches in diameter or larger		
	4.10a Indicate trees by circles with radius of 1' per inch of trunk diameter		
	4.10b Dashed/broken circles for trees to be removed		
	4.10c Solid/unbroken circles for trees to remain		
	4.11 All areas of cut and fill > or = 4' clearly labeled		
	4.12 Limits and type of slope stabilization		
	5 DEMOLITION PLAN		
	5.1 Show all structures being demolished		
	5.2 Are there any hazardous materials or designated substances in or below structure being demolished?		
	5.3 Will there be a need for infill, call-outs for infill material and positions?		
	6 OVERALL DRAINAGE		
	6.1 Submit Approved & Signed Copy of Final Drainage Plan by City Engineer		
	7 STREET PLAN AND PROFILE (Construction Standards Manual)		
	7.1 Clearly labeled horizontal scale of 1" – 50' and vertical scale of 1" – 5' (All plans MUST be drawn to scale)		
	7.2 Street names, lot and block numbers		
	7.3 Benchmarks that are spotted in plain view, conveniently spaced (500'±), located outside construction limits, set on permanent structure		

APPLICANT:		OFFICIAL USE ONLY		
Included in Submittal	Bastrop Code of Ordinances, Chapter 10 – Subdivision, Section 5.05.3b - Public Improvement Plan requires:		Meets Standard	Does Not Meet Standard
7.4	Drainage facilities within or intersecting right-of-way and indicate stationing (show inlet type)			
7.5	Drainage flow arrows			
7.6	Grade breaks (high and low points)			
7.7	Match lines for continuations of streets on other streets			
7.8	Labeled concrete valley gutter at intersections where appropriate			
7.9	Clearly show the beginning and ending of project			
7.10	Limits of inlet transition			
7.11	All point of curve, point of tangency, compound curvature, point of reverse curvature stations and vertical curve information			
7.12	All fill areas shaded/hatched on profile			
7.13	Sidewalks and approved ADA ramps			
7.14	Existing street slopes at tie-ins to existing			
7.15	Labeled set-backs, face-of-curb to face-of-curb width, and right-of-way width (all proposed right-of-way dedications)			
7.16	Verify sufficient clearance exists for driveways from inlet transitions, streetlights, fire hydrants, etc.			
7.17	Erosion matting on all slopes 3:1 or steeper			
7.18	ADA ramp wings shown			
7.19	Street end barricades shown			
7.20	Buildings on developed property with addresses			
7.21	Intersecting and adjacent streets: type and width of private, walks, alleys			
7.22	Show spot elevation in ditches and gutters to clarify drainage and transitions			
7.23	Existing concrete paving clearly shown according to standard symbols and accurately dimensioned. Curb and gutter dimension. Pavement thickness indicated.			
7.24	Size and construction of fences			
7.25	Signs; if commercial in right-of-way, state if electrical			
7.26	Mailbox locations			
8	OVERALL WASTEWATER LAYOUT			
8.1	Street names, lot names, and block letters			
8.2	Existing contours			
8.3	Lot dimensions			
8.4	Surrounding subdivision names/property owners			
8.5	Services applied to lateral to each lot			
8.6	Street names, street/alley widths, fences, and right-of-way widths			
8.7	Existing pavements (type) and existing/proposed easements (type and width)			
8.8	Adjoining buildings and improvements			
8.9	Minimum finished floor elevation for each lot			
8.10	"Connect to" note to an existing wastewater main			
8.11	Wastewater designation, size, and direction of flow			
8.12	"Construct" notes for sewer and sewer appurtenances			
8.13	Manholes at all future stub outs			
8.14	Easements for all offsite sewer lines			
8.15	Centerline station every 300', deflection angles at points of intersection			
8.16	Centerline station at points of curvature, points of tangency, and C.O.s			
8.17	Centerline curve data			
8.18	Note for all existing manholes modified by construction to be tested, repaired, and recoated			
8.19	Detail for water/wastewater crossing			
8.20	Main lines between manholes must be straight, with no more than 300 feet between manholes			
8.21	Easements that need separate instruments			
8.22	Minimum finished floor elevation(s)			
9	WASTEWATER PLAN AND PROFILE			
9.1	All wastewater main profiled			
9.2	Vertical scale of 1" = 5'			
9.3	Existing ground and proposed ground/subgrade/top of curb			
9.4	Special notes and references to appurtenance sheet numbers			
9.5	Direction, grade, length, size and type of pipe			

APPLICANT:		OFFICIAL USE ONLY		
Included in Submittal	Bastrop Code of Ordinances, Chapter 10 – Subdivision, Section 5.05.3b - Public Improvement Plan requires:		Meets Standard	Does Not Meet Standard
	9.6	Embedment of pipe		
	9.7	Identify elevation of the invert, flow out, flow in, and rim		
	9.8	Minimum drop of 0.1' across manhole		
	9.9	Elevations of all crossing utilities in the wastewater profile		
	9.10	Size of manholes		
	9.11	Drop manholes identified		
	9.12	Stationing and manhole numbers		
	9.13	Existing/proposed manholes, pipes and sizes (parallel to mains)		
	9.14	Existing/proposed bridges, culverts and drainage channels		
	10	OVERALL WATER PLAN		
	10.1	Water service at each lot		
	10.2	Existing/proposed main lines		
	10.3	Street names, lot numbers, and block letters		
	10.4	Street/alley widths, rights-of-way, and lot dimensions		
	10.5	Valves provided on all legs of pipe intersections		
	10.6	All bends are 45 degrees or less		
	10.7	Thrust restraints on dead ends		
	10.8	Restraints on dead ends		
	10.9	Automatic flush valves at all dead ends		
	10.10	Air release valves at all high points		
	10.11	Utility easements for all pipes off-site		
	10.12	Fittings, fire hydrants, manholes, services, and taps are shown		
	10.13	Utility crossing details		
	10.14	Main designation with stationing		
	10.15	Material call-out for water main(s)		
	10.16	All existing pavements (type), existing and proposed easements (type and width)		
	10.17	Show location and size of existing/proposed water meter(s)		
	10.18	All fire lines must be ductile iron , =>6"		
	11	WATER PLAN AND PROFILE (ALL WATER LINES MUST BE PROFILED)		
	11.1	Clearly labeled vertical scale of 1" = 5' (All plans must be drawn to scale)		
	11.2	References to appurtenance sheet numbers		
	11.3	Show all mains		
	11.4	Existing and proposed ground at Water Main Centerline		
	11.5	Direction, linear foot, size, grade and material callout for all water mains		
	11.6	Embedment for water main		
	11.7	Wastewater/storm sewer crossing with stations and elevation		
	11.8	Existing underground utilities (parallel)		
	11.9	Existing and proposed storm sewer manhole, pipes, sizes (parallel to mains)		
	11.10	Existing and proposed bridges, culverts and drainage channels		
	11.11	Elevation of existing and proposed storm sewer pipes and drainage		
	11.12	All existing and proposed utilities (including gas lines, buried or overhead power or telephone lines)		
	12	SIGN, STRIPING, AND SLEEVE LAYOUT		
	12.1	Stop bars at all stop sign locations		
	12.2	Speed limit signs at all entrances (Maximum 30 mph)		
	12.3	"No through truck" signs at all subdivision entrances		
	12.4	Note for all signs and striping to be installed per TX Manual on Uniform Traffic Control		
	12.5	Show all sleeves and conduit for dry utilities (i.e. gas, cable, phone)		
	13	LIGHTING PLAN		
	13.1	Street Light Locations with coverage areas		
	13.2	All utility lines must be installed underground.		
	14	PHASING PLAN (Ordinance)		
	14.1	Provide Applicable Phasing Plan		
	15	TRAFFIC CONTROL PLAN		
	15.1	Provide applicable traffic control and detour details		
	16	WASTEWATER DETAILS (Construction Standards)		
	16.1	Current City of Bastrop detail (when inside Bastrop CCN)		

APPLICANT:		OFFICIAL USE ONLY		
Included in Submittal	Bastrop Code of Ordinances, Chapter 10 – Subdivision, Section 5.05.3b - Public Improvement Plan requires:		Meets Standard	Does Not Meet Standard
16.2	Current Utility Provider detail (when outside Bastrop CCN)			
17	WATER DETAILS (Construction Standards)			
17.1	Current City of Bastrop detail (when inside Bastrop CCN)			
17.2	Current Utility Provider detail (when outside Bastrop CCN)			
18	EROSION CONTROL AND TREE PROTECTION DETAILS (Construction Standards)			
18.1	All applicable details			
19	PUBLIC IMPROVEMENT PLAN NOTES			
	GENERAL NOTES			
	1. All construction shall be in accordance with the City of Bastrop Construction Technical Manual.			
	2. Any existing utilities, pavement, curbs, sidewalks, structures, trees, etc., not planned for demolition that are damaged or removed shall be repaired or replaced at the Applicant's expense.			
	3. The Contractor shall verify all depths and locations of existing utilities prior to any construction. Any discrepancies with the construction plans found in the field shall be brought immediately to the attention of the Engineer who shall be responsible for revising the plans are appropriate.			
	4. Manhole frames, covers, valves, cleanouts, etc. shall be raised to finished grade after to final paving construction. A concrete square shall be poured around all appurtenances.			
	5. The Contractor shall give the City of Bastrop 48 hours notice before beginning each phase of construction. Notice shall be given to the Planning and Development Department: 512-332-8840.			
	6. All areas disturbed or exposed during construction shall follow the required best management practices. <ul style="list-style-type: none"> a) Each site shall provide an access drive and parking area of sufficient dimensions and design, surfaced with a material that will prevent erosion and minimize tracking or washing of soil onto public or private roadways. All non-paved access drives shall be designed so that stormwater runoff from adjacent areas does not flow down the drive surface. b) Any significant amount of runoff from upslope land area, rooftops, or other surfaces that drain across the proposed land disturbance shall be diverted around the disturbed area, if practical. Any diversion of upslope runoff shall be done in a manner that prevents erosion of the flow path and the outlet. c) Any cuts and fills shall be planned and constructed to minimize the length and steepness of slope and stabilized in accordance with the approved erosion control plan timelines and standards of this document. d) Open channels shall be stabilized as required to prevent erosion. e) Inlets to storm drains, culverts, and other stormwater conveyance systems shall be protected from siltation until final site stabilization. f) Water pumped from the site shall be treated by temporary sedimentation basins or other appropriate controls designed for the highest dewatering pumping rate. Water may not be discharged in a manner that causes erosion of the site or receiving channels. 			

APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal	Bastrop Code of Ordinances, Chapter 10 – Subdivision, Section 5.05.3b - Public Improvement Plan requires:	Meets Standard	Does Not Meet Standard
	<ul style="list-style-type: none"> g) All waste and unused building materials shall be properly disposed of and not allowed to be carried by runoff into a receiving channel or storm sewer system. h) All off-site sediment deposits occurring as a result of a storm event shall be cleaned up by the end of the next workday. All other off-site sediment deposits occurring as a result of land-disturbing activities shall be cleaned up by the end of the workday. Flushing may not be used unless the sediment will be controlled by a filter fabric barrier, sediment trap, sediment basin, or equivalent. i) All activities on the site shall be conducted in a logical sequence to minimize the area of bare soil exposed at one time. Existing vegetation shall be maintained as long as possible. j.) Soil stockpiles shall be located no closer than 25-feet from lakes, streams, wetlands, ditches, drainage ways, or roadway drainage systems. Stockpiles shall be stabilized by mulching, vegetative cover, tarps, or other means if remaining for 20 days or longer. 		
	7. Prior to any construction, the Applicant's Engineer shall convene a preconstruction conference between himself, the City of Bastrop, the Contractor, utility companies, any affected parties and any other entity the City or the Engineer may require. Reference Development Packet for guidance on how to schedule a preconstruction conference.		
	8. The Contractor and the Engineer shall keep accurate records of all construction that deviates from the plans. The Engineer shall furnish the City of Bastrop accurate "As-Built" drawings following completion of all construction. These "As-Built" drawings shall meet with the satisfaction of the City Engineer prior to final acceptance.		
	9. The Bastrop City Council shall not be petitioned for acceptance until all necessary easement documents have been signed and recorded.		
	10. When construction is being carried out within easements, the Contractor shall confine his work to within the permanent and any temporary easements. Prior to final acceptance, the Contractor shall be responsible for removing all trash and debris within the permanent and temporary easements. Clean-up shall be to the satisfaction of the City Engineer.		
	11. Prior to any construction, the Contractor shall apply for and secure all proper permits from the appropriate authorities.		
	12. Available benchmarks that may be utilized for the construction of this project are described as follows: (INSERT HERE)		
	TRENCH SAFETY NOTES		
	1. In accordance with the Laws of the State of Texas and the U. S. Occupational Safety and Health Administration regulations, all trenches over 5 feet in depth in either hard and compact or soft and unstable soil shall be sloped, shored, sheeted, braced or otherwise supported. Furthermore, all trenches less than 5 feet in depth shall also be effectively protected when hazardous ground movement may be expected. Trench safety systems to be utilized for this project will be provided by the contractor to the City. Trench safety system plans are on sheet of the plan set.		

APPLICANT:		OFFICIAL USE ONLY												
Included in Submittal	Bastrop Code of Ordinances, Chapter 10 – Subdivision, Section 5.05.3b - Public Improvement Plan requires:		Meets Standard	Does Not Meet Standard										
		2. In accordance with the U. S. Occupational Safety and Health Administration regulations, when persons are in trenches 4-feet deep or more, adequate means of exit, such as a ladder or steps, must be provided and located so as to require no more than 25 feet of lateral travel.												
		3. If trench safety system details were not provided in the plans because trenches were anticipated to be less than 5 feet in depth and during construction it is found that trenches are in fact 5 feet or more in depth or trenches less than 5 feet in depth are in an area where hazardous ground movement is expected, all construction shall cease, the trenched area shall be barricaded and the Engineer notified immediately. Construction shall not resume until appropriate trench safety system details, as designed by a professional engineer, are retained and copies submitted to the City of Bastrop.												
STREET AND DRAINAGE NOTES														
		1. All testing shall be done by an independent laboratory at the Applicant's expense. A City Inspector shall be present during all tests. Testing shall be coordinated with the City of Bastrop Construction Manager and he shall be given a minimum of 24 hours notice prior to any testing. Contact the Planning and Development Department with notice 512-332-8840.												
		2. Backfill behind the curb shall be compacted to obtain a minimum of 85% maximum density to within 3 inches of top of curb. Material used shall be primarily granular with no rocks larger than 3 inches in the greatest dimension. The remaining 3 inches shall be clean topsoil free from all clods and suitable for sustaining plant life.												
		3. Depth of cover for all crossings under pavement including gas, electric, telephone, cable TV, water services, etc., shall be a minimum of 36 inches below subgrade unless approved by the City Engineer.												
		4. Street rights-of-way shall be graded at a slope of 1/4 inch per foot toward the curb unless otherwise indicated. However, in no case shall the width of right-of-way at 1/4 inch per foot slope be less than 10 feet unless a specific request for an alternate grading scheme is made to and accepted by the City of Bastrop Planning and Development Department.												
		5. Barricades built to City of Bastrop standards shall be constructed on all dead-end streets and as necessary during construction to maintain job and public safety.												
		6. All RCP shall be minimum Class III.												
		7. The subgrade material for the streets shown herein was tested by _____. The paving sections were designed by _____ in accordance with the current City of Bastrop design criteria. The paving sections are to be constructed as follows:												
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Street</th> <th style="width: 20%;">Station</th> <th style="width: 20%;">Flex. Base Thickness</th> <th style="width: 20%;">HMAC Thickness</th> <th style="width: 20%;">Lime Stab. Thickness</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Street	Station	Flex. Base Thickness	HMAC Thickness	Lime Stab. Thickness							
Street	Station	Flex. Base Thickness	HMAC Thickness	Lime Stab. Thickness										
		8. The Geotechnical Engineer shall inspect the subgrade for compliance with the design assumptions made during preparation of the Soils Report. Any adjustments that are required shall be made through revision of the construction plans.												

APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal	Bastrop Code of Ordinances, Chapter 10 – Subdivision, Section 5.05.3b - Public Improvement Plan requires:	Meets Standard	Does Not Meet Standard
	9. Where PI's are over 20, subgrades must be stabilized utilizing a method acceptable to the City Engineer. The Geotechnical Engineer shall recommend an appropriate subgrade stabilization if sulfates are determined to be present.		
	WATER AND WASTEWATER NOTES		
	1. Pipe material for water mains shall be PVC (AWWA C-900, minimum Class 200), or Ductile Iron (AWWA C-100, minimum Class 200). Water services (2 inches or less) shall be polyethylene tubing (black, 200 psi, DR 9).		
	2. Pipe material for pressure wastewater mains shall be PVC, or Ductile Iron (minimum Class 250). Pipe material for gravity wastewater mains shall be PVC (ASTM D2241 or D3034, maximum DR-26), Ductile Iron (AWWA C-100, minimum Class 200200).		
	3. Unless otherwise accepted by the City Engineer, depth of cover for all lines out of the pavement shall be 42 inches minimum, and depth of cover for all lines under pavement shall be a minimum of 30 inches below subgrade.		
	4. All fire hydrant leads shall be PVC (AWWA C-900, minimum Class 200) or ductile iron pipe (AWWA C-100, minimum Class 200). as approved by the Director of Water and Wastewater during plan review.		
	5. All iron pipe and fittings shall be wrapped with minimum 8-mil polyethylene and sealed with duct tape or equal accepted by the City Engineer.		
	6. The Contractor shall contact the City Inspector, telephone at 512-332-8840 to coordinate utility tie-ins and notify him at least 48 hours prior to connecting to existing lines.		
	7. All manholes shall be concrete with cast iron ring and cover. All manholes located outside of the pavement shall have bolted covers. Tapping of fiberglass manholes shall not be allowed.		
	8. The Contractor must obtain a bulk water permit or purchase and install a water meter for all water used during construction. A copy of this permit must be carried at all times by all who use water.		
	9. Line flushing or any activity using a large quantity of water must be scheduled with the City Inspector, telephone at 512-332-8840.		
	10. The Contractor, at his expense, shall perform sterilization of all potable water lines constructed and shall provide all equipment (including test gauges), supplies (including concentrated chlorine disinfecting material), and necessary labor required for the sterilization procedure. The sterilization procedure shall be monitored by City of Bastrop personnel. Water samples will be collected by the City of Bastrop to verify each treated line has attained an initial chlorine concentration of 50 ppm. Where means of flushing is necessary, the Contractor, at his expense, shall provide flushing devices and remove said devices prior to final acceptance by the City of Bastrop.		
	11. Sampling taps shall be brought up to 3 feet above grade and shall be easily accessible for City personnel. At the Contractor's request, and in his presence, samples for bacteriological testing will be collected by the City of Bastrop not less than 24 hours after the treated line has been flushed of the concentrated chlorine solution and charged with water approved by the City. The Contractor shall supply a check or money order, payable to the City of Bastrop, to cover the fee charged for testing each water sample. City of Bastrop fee amounts may be obtained by calling the Water and Wastewater Department, telephone at 512-332-8960.		

APPLICANT:		OFFICIAL USE ONLY											
Included in Submittal	Bastrop Code of Ordinances, Chapter 10 – Subdivision, Section 5.05.3b - Public Improvement Plan requires:	Meets Standard	Does Not Meet Standard										
	12. The Contractor, at his expense, shall perform quality testing for all wastewater pipe installed and pressure pipe hydrostatic testing of all water lines constructed and shall provide all equipment (including pumps and gauges), supplies and labor necessary to perform the tests. Quality and pressure testing shall be monitored by City of Bastrop personnel.												
	13. The Contractor shall coordinate testing with the City of Inspector and provide no less than 24 hours notice prior to performing sterilization, quality testing or pressure testing.												
	14. The Contractor shall not open or close any valves unless authorized by the City of Bastrop.												
	15. All valve boxes and covers shall be in accordance with the City of Bastrop Construction Technical Manual.												
	16. Contact the Water and Wastewater Department, telephone at 512-332-8960 for assistance in obtaining existing water and wastewater locations.												
	17. The Planning and Development Department, telephone at 512-332-8840, shall be notified 48 hours prior to testing of any building sprinkler piping in order that the Building Official and/or Fire Department may monitor such testing.												
	18. Sand, as described in Specification item 510 pipe, shall not be used as bedding for wastewater lines. Acceptable bedding materials are pipe bedding stone, pea gravel and in lieu of sand, a naturally occurring or manufactured stone material conforming to ASTM C33 for stone quality and meeting the following gradation specification: <table border="1" data-bbox="360 1020 1127 1283"> <thead> <tr> <th>Sieve Size</th> <th>Percent Retained By Weight</th> </tr> </thead> <tbody> <tr> <td>1/2"</td> <td>0</td> </tr> <tr> <td>3/8"</td> <td>0-2</td> </tr> <tr> <td>#4</td> <td>40-85</td> </tr> <tr> <td>#10</td> <td>95-100</td> </tr> </tbody> </table>	Sieve Size	Percent Retained By Weight	1/2"	0	3/8"	0-2	#4	40-85	#10	95-100		
Sieve Size	Percent Retained By Weight												
1/2"	0												
3/8"	0-2												
#4	40-85												
#10	95-100												
	19. The Contractor is hereby notified that connecting to, shutting down, or terminating existing utility lines may have to occur at off-peak hours. Such hours are usually outside normal working hours and possibly between 12 a.m. and 6 a.m.												
	20. All wastewater construction shall be in accordance with the Texas Commission on Environmental Quality (TCEQ) Regulations, 30 TAC Chapter 213 and 317, as applicable. Whenever TCEQ and City of Bastrop Specifications conflict, the more stringent shall apply.												
	TRAFFIC MARKING NOTES												
	1. Any methods, street markings and signage necessary for warning motorists, warning pedestrians or diverting traffic during construction shall conform to the Texas Manual of Uniform Traffic Control Devices for Streets and Highways, latest edition. 2. All pavement markings, markers, paint, traffic buttons, traffic controls and signs shall be installed in accordance with the Texas Department of Transportation Standard Specifications for Construction of Highways, Streets and Bridges and, the Texas Manual of Uniform Traffic Control Devices for Streets and Highways, latest editions.												

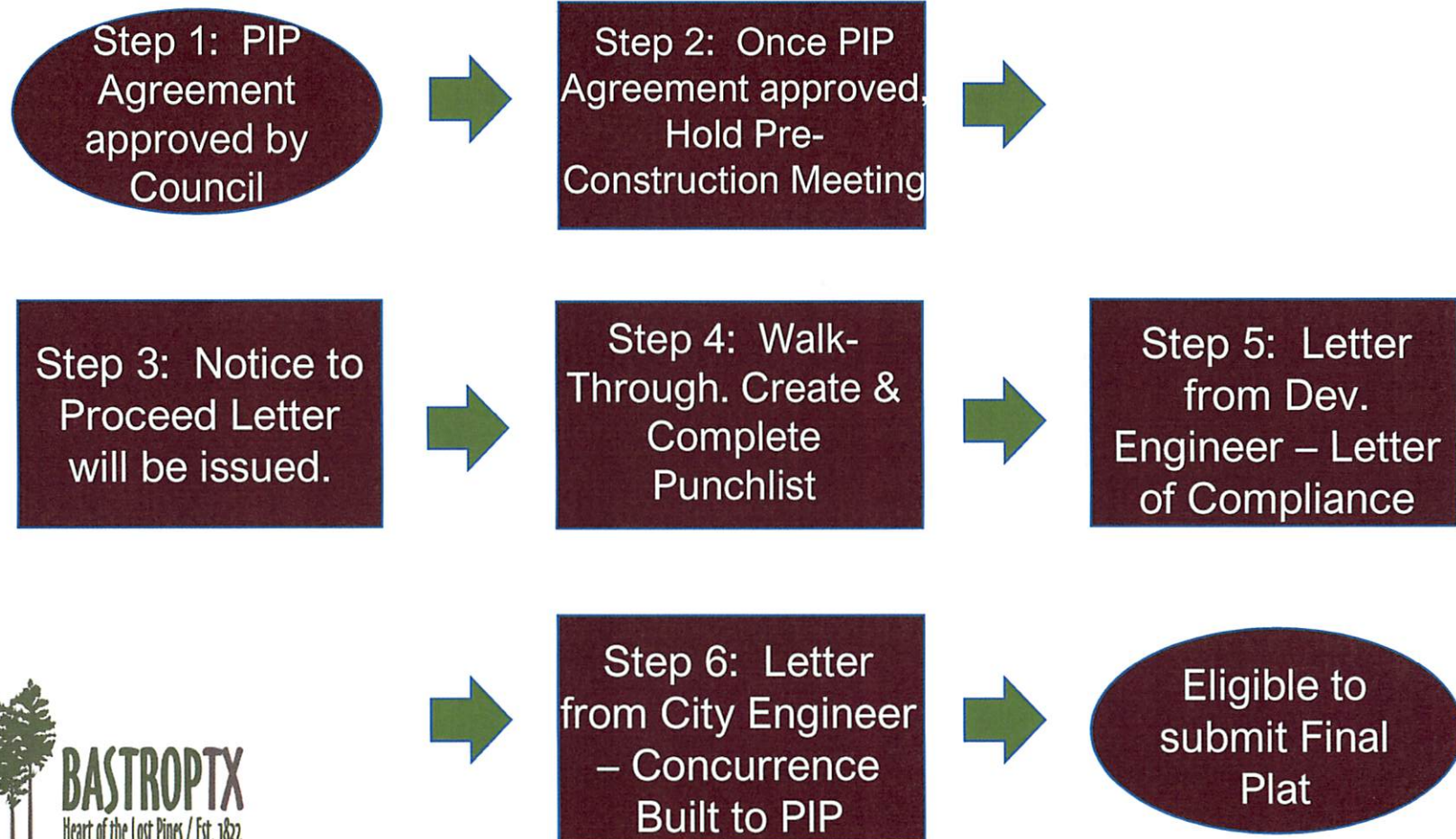
APPLICANT:			OFFICIAL USE ONLY	
Included in Submittal	Bastrop Code of Ordinances, Chapter 10 – Subdivision, Section 5.05.3b - Public Improvement Plan requires:		Meets Standard	Does Not Meet Standard
	EROSION AND SEDIMENTATION CONTROL NOTES			
	1. Erosion control measures, site work and restoration work shall be in accordance with the City of Bastrop Code of Ordinances.			
	2. All slopes shall be sodded or seeded with approved grass, grass mixtures or ground cover suitable to the area and season in which they are applied.			
	3. Silt fences, rock berms, sedimentation basins and similarly recognized techniques and materials shall be employed during construction to prevent point source sedimentation loading of downstream facilities. Such installation shall be regularly inspected by the City of Bastrop for effectiveness. Additional measures may be required if, in the opinion of the City Engineer, they are warranted.			
	ELECTRIC			
	4. All temporary erosion control measures shall not be removed until final inspection and approval of the project by the City Inspector. It shall be the responsibility of the Contractor to maintain all temporary erosion control structures and to remove each structure as approved by the City Inspector.			
	5. All mud, dirt, rocks, debris, etc., spilled, tracked or otherwise deposited on existing paved streets, drives and areas used by the public shall be cleaned up immediately.			
	1. All utilities are to be underground.			
	2. A Blanket Temporary Access and Construction Easement for the construction of Electric Facilities is currently on file for the property.			
	3. A plat note referencing the Blanket Temporary Access and Construction Easement to be added to the final plat.			
	4. Upon completion of construction and installation of the Electric Facilities on the Property the developer/owner shall have the Permanent Utility Easement Area (20-foot easement, to include a 10-foot buffer around all non-opening sides and a 20-foot buffer around opening sides of equipment) surveyed by metes and bounds, at its sole cost and expense, and a copy of that Permanent Easement survey provided to BP&L for the granting and recording of a Permanent Public Utility Easement. The Blanket Temporary Access and Construction Easement shall be vacated at such time as BP&L accepts and records the Permanent Public Utility Easement.			
	5. As shown herein, a twenty (20) foot wide Public Utility Easement is hereby dedicated adjacent to street ROW on all lots.			
	6. The electric utility has the right to prune and/or remove trees, shrubbery vegetation and other obstructions to the extent necessary to keep the easements clear. The owner/developer of this subdivision/lot shall provide the City of Bastrop electric utility department with any easement and/or access required, in addition to those indicated, for the installation and ongoing maintenance of overhead and underground electric facilities.			
	7. The owner shall be responsible for installation of temporary erosion control, re-vegetation and tree protection for electric utility work required to provide electric service to this project			

APPLICANT:		OFFICIAL USE ONLY		
Included in Submittal	Bastrop Code of Ordinances, Chapter 10 – Subdivision, Section 5.05.3b - Public Improvement Plan requires:		Meets Standard	Does Not Meet Standard
		8. All fees must be paid before materials are ordered or construction of Electric Facilities will be scheduled.		
		9. Provide electric schedule and load calculations.		

Construction of Public Improvements Process

City of Bastrop, TX Development Process

Proposed Process Overview – Construction of PIP



Construction of Approved Public Improvement Plan

Approved PIP Agreement	Pre-Construction Meeting	Notice to Proceed
<ul style="list-style-type: none">• Council must approve the PIP Agreement PRIOR to scheduling Pre-Construction Meeting.	<ul style="list-style-type: none">• Mandatory Meeting scheduled by City Engineer.	<ul style="list-style-type: none">• Issued in writing by City Engineer.



Acceptance Process of Completed Public Infrastructure

Walk-Thru & Punch List	Maintenance Bond	Certification Process
<ul style="list-style-type: none">• Walk-Thru with City Engineer & Developer Representative• Create punch-list• Complete punch-list	<ul style="list-style-type: none">• File 2 – year maintenance bond in accordance with approved PIP agreement.	<ul style="list-style-type: none">• Developer’s Engineer must issue letter of compliance.• City Engineer must issue letter of concurrence.



Sample Public Improvement District Agreement

City of Bastrop, TX Development Process

CITY OF BASTROP, TEXAS
Public Improvement Plan Agreement

INSERT PROJECT NAME

The State of Texas

County of Bastrop

WHEREAS, ***INSERT OWNER NAME*** hereinafter referred to as, "Developer", is the developer of the following described property and desires to make certain improvements to the following lots and blocks in ***INSERT PROJECT NAME***, a proposed addition to the City of Bastrop, Texas: being ***INSERT LOTS AND BLOCKS***; and

WHEREAS, the said Developer has requested the City of Bastrop, a Home Rule Municipality of Bastrop County, Texas, hereinafter referred to as, "City", to provide approvals and cooperative arrangements in connection with said improvements:

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That said Developer, acting herein by and through ***INSERT OWNER REPRESENTATIVE***, its duly authorized officer, and the City, acting herein by and through ***INSERT CITY MANAGER***'s City Manager, for and in consideration of the covenants and agreements herein performed and to be performed, do hereby covenant and agree as follows regarding assurance of construction of sanitary sewer facilities, streets, drainage, street lights and street signs, and park/trail improvements; summary of infrastructure (development) amounts; assurance payments to the City; payment of impact fees; and miscellaneous provisions relating to the acceptable completion of said construction according to the plans for ***INSERT PROJECT NAME*** approved by the City on ***INSERT DATE OF PUBLIC IMPROVEMENT PLAN APPROVAL***.

Public Improvement Plan Agreement – *INSERT DEVELOPMENT NAME*

1.00 Assurance of Infrastructure Construction

1.10 Employment of Contractors

In accordance with this agreement, the Developer agrees to employ a general contractor or contractors in accordance with the conditions set forth in Section 4.00 for work for which the Developer is providing as stated herein and indicated in the Summary of Infrastructure (Development) Assurance Amounts, Section 2.30 on page 4 of this agreement.

1.11 Payment of Developer Infrastructure Assurance Fees

The Developer and the City agree that the final plat of *INSERT PROJECT NAME* will not be filed for record until payment of the Final Assurance Amount. Except as otherwise provided in Section 4.40 of this contract, no building permits will be issued for any lots prior to the plat recording.

1.12 Payment of Miscellaneous Construction Costs

It is further agreed and understood that additional costs may be required of the Developer to cover such additional work, materials and/or other costs as may be made necessary by conditions encountered during construction and within the scope of this project.

1.13 Compliance with Tree Preservation Ordinance

The Developer is responsible to fully comply with the City's Tree Preservation Ordinance during all phases of construction. The Developer submitted a tree protection plan and protected tree survey on *Insert Date*, showing the protected trees on site and the measures of tree protection to be employed during

Public Improvement Plan Agreement – *INSERT DEVELOPMENT NAME*

construction prior to any site work on the project. The Developer submitted landscape, hardscape, irrigation, and materials plans that were approved by the City on *INSERT DATE* and these plans have been included in the final Public Improvement Plans which were approved on *INSERT DATE*.

2.00 Infrastructure (Development) Improvement Costs

All infrastructure (development) improvement costs are the full responsibility of the Developer unless otherwise noted, or unless otherwise funded with **public improvement district revenue, tax increment reinvestments zone revenue, or a Chapter 380* grant pursuant to a separate agreement. The following improvement costs have been developed using the Developer's plans and specifications and recommendations by the City in accordance with the construction guidelines set forth by the City:

2.10 Sanitary Sewer Improvements

The distribution of costs between the City and the Developer for all sanitary sewer improvements are as follows:

ON-SITE IMPROVEMENTS:

	Full Project Cost	Developer's Assurance Amount	City Participation
Sanitary Sewer Facilities	\$1,000,000.00	\$1,000,000.00	\$0.00
Other Related Facilities	\$0.00	\$0.00	\$0.00
Total Construction Cost	\$1,000,000.00	\$1,000,000.00	\$0.00

Public Improvement Plan Agreement – INSERT DEVELOPMENT NAME

OFF-SITE IMPROVEMENTS: DELETE IF NOT NEEDED

	Full Project Cost	Developer's Assurance Amount	City Participation
Sanitary Sewer Facilities	\$1,000,000.00	\$1,000,000.00	\$0.00
Other Related Facilities	\$0.00	\$0.00	\$0.00
Total Construction Cost	\$1,000,000.00	\$1,000,000.00	\$0.00

2.20 Street and Storm Drainage Improvements

The distribution of costs between the City and the Developer for all street and drainage improvements are as follows:

	Full Project Cost	Developer's Assurance Amount	City Participation
Storm Drainage Facilities	\$1,000,000.00	\$1,000,000.00	\$0.00
Streets & Sidewalks	\$1,000,000.00	\$1,000,000.00	\$0.00
Total Construction Cost	\$2,000,000.00	\$2,000,000.00	\$0.00

2.30 Summary of Infrastructure (Development) Assurance Amounts

	Final Assurance Amount
Sanitary Sewer Facilities	\$1,000,000.00
Storm Drainage Facilities	\$1,000,000.00
Streets & Sidewalks	\$1,000,000.00
Total Construction Cost	\$3,000,000.00

Public Improvement Plan Agreement – *INSERT DEVELOPMENT NAME*

ASSURANCE FEES TO BE PAID PRIOR TO PRE-CONSTRUCTION MEETING*:

	Percentage of Construction	Construction Cost	Final Assurance Amount
Sanitary Sewer Inspection Fee	2.5%	\$1,000,000.00	\$25,000.00
Storm Drainage Inspection Fee	2.5%	\$1,000,000.00	\$25,000.00
Streets & Sidewalks Inspection Fee	2.5%	\$1,000,000.00	\$25,000.00
Payment to the City			\$75,000.00

The final construction amount is ***\$INSERT DOLLAR AMOUNT***, and the final assurance amount is ***\$INSERT DOLLAR AMOUNT*** (the “Final Assurance Amount”).

RECOMMENDED:

 Jerry Palady, P. E.
 Director of Engineering

 Date

Public Improvement Plan Agreement – *INSERT DEVELOPMENT NAME*

3.00 Miscellaneous Improvements

3.10 Drainage Operation and Maintenance Plan

The developer will provide the City with a Drainage Operation and Maintenance Plan (plan) in accordance with the Stormwater and Drainage Manual. The plan shall provide detailed information regarding the obligation of responsible parties for any drainage system, stormwater system, or other improvement which will not be dedicated to the City as part of this agreement. Proof of payment to the surety and that all other obligations of the developer or contractor have been met in order for the bonds to be binding upon the surety.

3.10 Sidewalks

The Developer shall be responsible for installing sidewalks along right-of-ways on open space lots and other lots that will not contain single family residential units within *INSERT DEVELOPMENT NAME* as shown on the approved Public Improvement Plans, as required by the Master Transportation Plan, and as approved by the Regulating Plan by the City on *INSERT DATE*. All sidewalks shall be in compliance with the City's Master Transportation Plan, and conform to the City of Bastrop Standard Construction Details. * *INSERT LANGUAGE AS NEEDED, Ex: The Developer shall also be responsible for installing a ten-foot (10') trail within the dedicated open space along the eastern property boundary that extends from the southern boundary along Agnes St., to the northern boundary along HWY 71 West.*

3.20 Screening Wall, Landscaping, and Irrigation

The Developer shall be responsible for installing screening walls, retaining walls,

Public Improvement Plan Agreement – *INSERT DEVELOPMENT NAME*

landscaping, and irrigation in accordance with the approved Public Improvement Plans, landscape plans approved on *INSERT DATE*, and Regulating Plan as approved by the City on *INSERT DATE*.

3.30 Street Lights and Street Name and Regulatory Signs

The Developer is responsible for the initial installation and maintenance of all street lights. Street name and regulatory signs shall be installed by the Developer at the Developer's expense at locations specified by the City's Director of Public Works per the signage regulations on *INSERT CONTROLLING DOCUMENT* of the City of Bastrop Standard Construction Details. The signs shall conform to The State of Texas Manual on Uniform Traffic Control Devices and City requirements, including but not limited to, exact placement, sign height and block numbers. The City shall not be responsible or obligated to maintain and/or replace any non-standard street light poles, sign poles, street name signs or regulatory signs. Installation shall be completed prior to the acceptance of the subdivision.

**FEES TO BE PAID UPON EXECUTION OF THE DEVELOPER AGREEMENT:
WOULD REQUIRE AN ORDINANCE AMENDMENT**

	<u>Quantity</u>	<u>Unit Cost</u>	<u>Participation Payment to the City</u>
Power for Streetlights	25	\$25.00 per pole per month for 24 months	\$15,000.00
Payment to the City			\$15,000.00

RECOMMENDED:

Public Improvement Plan Agreement – *INSERT DEVELOPMENT NAME*

Trey Job Date
Managing Director of Public Works & Leisure
Services

3.50 Land Dedication

The Developer shall dedicate to the City the area shown as public open space on the *INSERT PLAN NAME* attached to Ordinance 201X-XX (the "Public Open Space"), including, but not limited to, the *INSERT DESCRIPTION* parcel identified on the Parcel Plan attached to Ordinance 201X-XX. A private home owners association or property owners association shall maintain the Public Open Space. **INSERT LANGUAGE AS NEEDED, Ex. This dedication shall be credited to the Developer in the amount of \$75,000.00. In no case shall the amount of dedicated open space to the City be less than 1.50 acres.*

The following table identifies the Park Development Fees due by the Developer for this project at the time of single family building permit issuance, subject to a credit reduction as described above in this Section 3.50:

Number of Lots	Fee Per Lot	Total Amount of Park Development Fees Owed (Subject to Credits)
10	\$500.00	\$5,000.00

The above open space dedications and fees in lieu of shall fully satisfy all City requirements for dedication of park land or payment of fees in lieu of dedication.

OR

Public Improvement Plan Agreement – *INSERT DEVELOPMENT NAME*

3.60 Impact Fees

Water Impact Fees and Wastewater Impact Fees as set forth by City ordinances will be assessed at the time of final plat recording and shall be paid by the builder, property owner or developer at the time of Building Permit issuance for each individual lot within *DEVELOPMENT NAME* and shall be based on the Water and Wastewater Impact Fee for Service as set forth in the City of Bastrop Impact Fee Ordinance that is in effect as of the final plat recording date.

IMPACT FEES TO BE PAID AT THE TIME OF BUILDING PERMIT ISSUANCE:

	<u>Lots</u>	<u>Fee per Lot</u>	<u>Final Assessment Amount</u>
Waste Water Impact Fee	10	\$5,020.00	\$50,200.00
Water Impact Fee	10	\$1,785.00	\$17,850.00
Total Impact Fees To Be Collected			\$68,050.00

RECOMMENDED:

Trey Job Date
Managing Director of Public Works & Leisure
Services

Public Improvement Plan Agreement – *INSERT DEVELOPMENT NAME*

4.00 Miscellaneous Provisions

4.10 Bonds

The Developer agrees to require the contractor(s) to furnish the City with a payment and performance bond if the contract cost exceeds \$25,000.00. The payment and performance bonds shall be submitted prior to the City issuing the Notice to Proceed.

The Developer agrees to require the contractor(s) to furnish the City with a two (2) year maintenance bond in the name of the City, subject to City approval for one hundred twenty-five percent (125%) of the contract price of the residential streets, sanitary sewer, and underground stormwater drainage facilities improvements. The maintenance bond(s) shall be submitted and approved prior to the final acceptance of the improvements.

The developer will provide the City with proof of payment to the surety and that all other obligations of the developer or contractor have been met in order for the bonds to be binding upon the surety.

4.20 Public Liability

The Developer shall further require the contractor(s) to secure Public Liability Insurance. The amount of Insurance required shall include Public Liability, Bodily Injury and Property Damage of not less than \$100,000 one person, \$300,000 one accident and \$100,000 property damage. The minimum requirements for automobile and truck public liability, bodily injury and property damage shall also include not less than \$100,000 one person, \$300,000 one accident, and \$100,000 property damage.

Public Improvement Plan Agreement – *INSERT DEVELOPMENT NAME*

The Contractor shall provide Worker's Compensation Insurance in accordance with the most recent Texas Workers' Compensation Commission's rules.

4.30 General Indemnity Provisions

The Developer shall waive all claims, fully release, indemnify, defend and hold harmless the City and all of its officials, officers, agents, consultants, employees and invitees in both their public and private capacities, from any and all liability, claims, suits, demands or causes of action, including all expenses of litigation and/or settlement which may arise by injury to property or person occasioned by error, omission, intentional or negligent act of Developer, its officers, agents, consultants, employees, invitees, or other person, arising out of or in connection with the Agreement, or on or about the property, and Developer will, at its own cost and expense, defend and protect the City and all of its officials, officers, agents, consultants, employees and invitees in both their public and private capacities, from any and all such claims and demands. Also, Developer agrees to and shall indemnify, defend and hold harmless the City and all of its officials, officers, agents, consultants, employees and invitees in both their public and private capacities, from and against any and all claims, losses, damages, causes of action, suit and liability of every kind, including all expenses of litigation, court costs and attorney fees for injury to or death of any person or for any damage to any property arising out of or in connection with this Agreement or any and all activity or use pursuant to the Agreement, or on or about the property. This indemnity shall apply whether

Public Improvement Plan Agreement – *INSERT DEVELOPMENT NAME*

the claims, suits, losses, damages, causes of action or liability arise in whole or in part from the intentional acts or negligence of developer or any of its officers, officials, agents, consultants, employees or invitees, whether said negligence is contractual, comparative negligence, concurrent negligence, gross negligence or any other form of negligence. The City shall be responsible only for the City's sole negligence. Provided, however, that nothing contained in this Agreement shall waive the City's defenses or immunities under Section 101.001 et seq. of the Texas Civil Practice and Remedies Code or other applicable statutory or common law. Notwithstanding anything to the contrary in this section, the Developer shall not be required to indemnify the City in the event the claims, suits, losses, damages, causes of action or liability arise in whole or in part as a result of the City's breach of this agreement or a separate agreement pertaining to the property governed by this agreement.

4.31 Indemnity Against Design Defects

Approval of the City Engineer or other City employee, official, consultant, employee, or officer of any plans, designs or specifications submitted by the Developer under this Agreement shall not constitute or be deemed to be a release of the responsibility and liability of the Developer, its engineer, contractors, employees, officers, or agents for the accuracy and competency of their design and specifications. Such approval shall not be deemed to be an assumption of such responsibility or liability by the City for any defect in the design and specifications prepared by the consulting engineer, his officers, agents, servants,

Public Improvement Plan Agreement – *INSERT DEVELOPMENT NAME*

or employees, it being the intent of the parties that approval by the City Engineer or other City employee, official, consultant, or officer signifies the City's approval of only the general design concept of the improvements to be constructed. In this connection, the Developer shall indemnify and hold harmless the City, its officials, officers, agents, servants and employees, from any loss, damage, liability or expense on account of damage to property and injuries, including death, to any and all persons which may arise out of any defect, deficiency or negligence of the engineer's designs and specifications incorporated into any improvements constructed in accordance therewith, and the Developer shall defend at his own expense any suits or other proceedings brought against the City, its officials, officers, agents, servants or employees, or any of them, on account thereof, to pay all expenses and satisfy all judgments which may be incurred by or rendered against them, collectively or individually, personally or in their official capacity, in connection herewith. Notwithstanding anything to the contrary in this section, the Developer shall not be required to indemnify the City in the event the claims, suits, losses, damages, causes of action or liability arise in whole or in part as a result of the City's breach of this agreement or a separate agreement pertaining to the property governed by this agreement.

4.32 Approval of Plans

The Developer and City agree that the approval of plans and specifications by the City shall not be construed as representing or implying that improvements built in accordance therewith shall be free of defects. Any such approvals shall in no event be construed as representing or guaranteeing that any improvement built in accordance therewith will be designed or built in a good and workmanlike manner.

Public Improvement Plan Agreement – *INSERT DEVELOPMENT NAME*

Neither the City nor its elected officials, officers, employees, contractors and/or agents shall be responsible or liable in damages or otherwise to anyone submitting plans and specifications for approval by the City for any defects in any plans or specifications submitted, revised, or approved, in the loss or damages to any person arising out of approval or disapproval or failure to approve or disapprove any plans or specifications, for any loss or damage arising from the non-compliance of such plans or specifications with any governmental ordinance or regulation, nor any defects in construction undertaken pursuant to such plans and specifications.

4.33 Venue

Venue of any action brought hereunder shall be in Bastrop, Bastrop County, Texas.

4.40 Release of Building Permits

The Developer may request, and the Director of Planning and Development may approve, the release of up to ten percent (10%) of the total building permits for the lots listed on pg. 1 of this agreement upon completion of the public streets, to include street lights, and final acceptance of the sanitary sewer and underground stormwater drainage facilities that are not deemed private. Building permits for all lots will be released upon final acceptance of all public and private infrastructure improvements, park and trail construction, screening walls, retaining walls, landscaping, irrigation, and tree mitigation in accordance with the Public Improvement Plans that were approved by the City on ***INSERT APPROVAL DATE***.

Public Improvement Plan Agreement – *INSERT DEVELOPMENT NAME*

4.50 Dedication of Infrastructure Improvements

Upon final acceptance of *INSERT DEVELOPMENT NAME*, the public streets, sanitary sewer, and underground stormwater drainage facilities shall become the property of the City.

4.60 Assignment

This agreement, any part hereof, or any interest herein shall not be assigned by the Developer without written consent of the City Manager, said consent shall not be unreasonably withheld, and it is further agreed that such written consent will not be granted for the assignment, transfer, pledge and/or conveyance of any refunds due or to be come due to the Developer except that such assignment, transfer, pledge and/or conveyance shall be for the full amount of the total of all such refunds due or to become due hereunder nor shall assignment release assignor or assignee from any and all Development assurances and responsibilities set forth herein.

4.70 Conflicts

In the event of a conflict between this agreement and that certain Development Agreement between the City of Bastrop and *INSERT DEVELOPER NAME* effective *INSERT DATE* (the "Development Agreement"), the Development Agreement shall control. In the event of a conflict between this agreement and that certain *MUD, PID, 380* agreement between the City of Bastrop and *INSERT DEVELOPER NAME* effective *INSERT DATE* (the "MUD,PID,380 Reimbursement Agreement"), the *PID, MUD, 380* Reimbursement Agreement shall control. Nothing in this agreement shall be construed as amending the Development

Public Improvement Plan Agreement – *INSERT DEVELOPMENT NAME*

Agreement or the PID Reimbursement Agreement.

DRAFT

Public Improvement Plan Agreement – *INSERT DEVELOPMENT NAME*

IN TESTIMONY WHEREOF, the City of Bastrop has caused this instrument to be executed in duplicate in its name and on its behalf by its City Manager, attested by its City Secretary, with the corporate seal of the City affixed, and said Developer has executed this instrument in duplicate, at the City of Bastrop, Texas this the XX day of XXXXXXXXXX, 20__.

INSERT DEVELOPMENT NAME

City of Bastrop, Texas

Developer Name
Company Name

Lynda Humble
City Manager

ATTEST:

Ann Franklin
City Secretary

Date

APPROVED AS TO FORM AND LEGALITY:

Alan Bojorquez
City Attorney

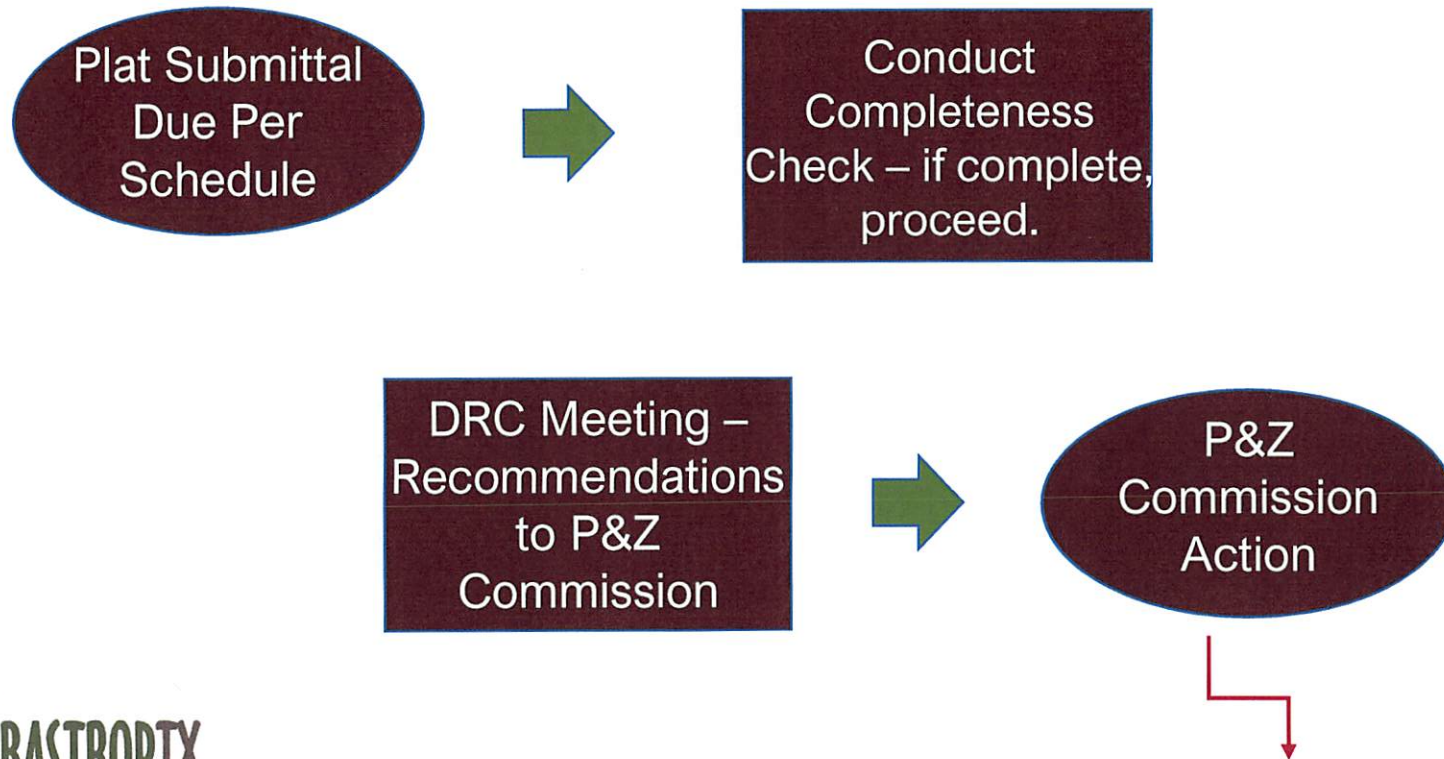
Date

Distribution of Originals: Developer
 City Secretary
 Planning and Development Department

Final Plat Process

Proposed Process Overview – Final Plat Process

Once P&Z Commission Approves Final Plat – Infrastructure is Deemed Accepted by City



P & Z Commission Action MUST occur within 30 days of acceptance or deemed APPROVED.

City of Bastrop, TX Development Process

Process – Final Plat

All requirements **MUST** be met:

- Preliminary Plat must be valid.
- All public infrastructure must be built.
- Letter of Concurrence issued by City Engineer.



Platting Process – Final Plat

(Submission Process – 30 Approval Process Required by HB 3167)

Final Plat Submittal	Review for Completeness Check	Planning & Zoning Commission Consideration
<ul style="list-style-type: none"> Once all of the required steps are met, a completed Final Plat application can be submitted according to the Plat & Site Plan Schedule Uniform Submittal Dates. 	<ul style="list-style-type: none"> Review for Administrative Compliance. If complete, goes onto P&Z Commission agenda. If incomplete, submittal is rejected. 	<ul style="list-style-type: none"> Municipal authority for Plat approval. If all standards are met, must approve within 30 days or deemed approved. If disapprove, must give written reason.



Once Planning & Zoning Commission approves the Final Plat, the infrastructure is deemed accepted by the City of Bastrop.

Site Plan Process

EXHIBIT A

2019 – 2020 Plat & Site Plan Schedule of Uniform Submittal Dates

Plat Submissions will only be accepted on these dates between 8:00 a.m. - 12:00 p.m.	All Submissions shall be reviewed for completeness and must be deemed administratively complete to be considered filed.	Due Date for Public Notice Notification in the Bastrop Advertiser, if Public Hearing is Required.	Responses to Approval with Conditions will only be accepted on these dates between 8:00 a.m. – 3:00 p.m. for Inclusion on Planning & Zoning Commission Meeting Agenda or Administrative Review in the same month. (15 Day Review Requirement or Deemed Approved)	DRC Committee Review – Staff Recommendation to Approve, Approve with Conditions or Disapprove	Planning & Zoning Commission Packet Published	Planning & Zoning Commission Meeting Date / Administrative Decision for Amending Plats & Replats not requiring Public Hearing.
9/3/2019	9/3/2019	9/3/2019	9/13/2019	9/19/2019	9/20/2019	9/26/2019
10/7/2019	10/8/2019	10/8/2019	10/18/2019	10/24/2019	10/25/2019	10/31/2019
10/28/2019	10/29/2019	10/29/2019	11/08/2019	11/14/2019	11/15/2019	11/21/2019
11/25/2019	11/26/2019	11/26/2019	12/06/2019	12/12/2019	12/13/2019	12/19/2019
1/06/2020	1/7/2020	1/7/2020	1/17/2020	1/23/2020	1/24/2020	1/30/2020
2/3/2020	2/4/2020	2/4/2020	2/14/2020	2/20/2020	2/21/2020	2/27/2020
3/3/2020	3/3/2020	3/3/2020	3/13/2020	3/19/2020	3/20/2020	3/26/2020
4/6/2020	4/7/2020	4/7/2020	4/17/2020	4/23/2020	4/24/2020	4/30/2020
5/4/2020	5/5/2020	5/5/2020	5/15/2020	5/21/2020	5/22/2020	5/28/2020
6/1/2020	6/2/2020	6/2/2020	6/12/2020	6/18/2020	6/19/2020	6/25/2020
7/6/2020	7/7/2020	7/7/2020	7/17/2020	7/23/2020	7/24/2020	7/30/2020
8/3/2020	8/4/2020	8/4/2020	8/14/2020	8/20/2020	8/21/2020	8/27/2020
8/31/2020	9/1/2020	9/1/2020	9/11/2020	9/17/2020	9/18/2020	9/24/2020
10/5/2020	10/6/2020	10/6/2020	10/16/2020	10/22/2020	10/23/2020	10/29/2020
10/26/2020	10/27/2020	10/27/2020	11/6/2020	11/12/2020	11/13/2020	11/19/2020
11/23/2020	11/24/2020	11/24/2020	12/4/2020	12/10/2020	12/11/2020	12/17/2020

*Adopted by City Council on August 27, 2019 – Ordinance 2019-32



Plat & Site Plan Schedule of Uniform Submittal Dates – 2019/2020

Proposed Process Overview – Site Plan Process



Process – Site Plan

Site Plan – Step 1

- Property must be appropriately zoned.
- Property must be platted, unless it is a lot of record.
- All public improvements must be constructed and accepted, if required.
- NOTE: ONLY MULTI-FAMILY AND COMMERCIAL DEVELOPMENTS REQUIRE A SITE PLAN.



Process – Site Plan

(Submission Process – 30 Approval Process Required by HB 3167)

Final Plat Submittal	Review for Completeness Check	Director of Planning & Development – Administrative Review
<ul style="list-style-type: none"> Once all of the required steps are met, a completed Site Plan application can be submitted according to the Plat & Site Plan Schedule Uniform Submittal Dates. 	<ul style="list-style-type: none"> Review for Administrative Compliance. If complete, goes onto Development Review Committee agenda. If incomplete, submittal is rejected. 	<ul style="list-style-type: none"> Technical details that must meet City Council approved standards. Must take action within 30 days or deemed approved. If disapprove, must give written reason.

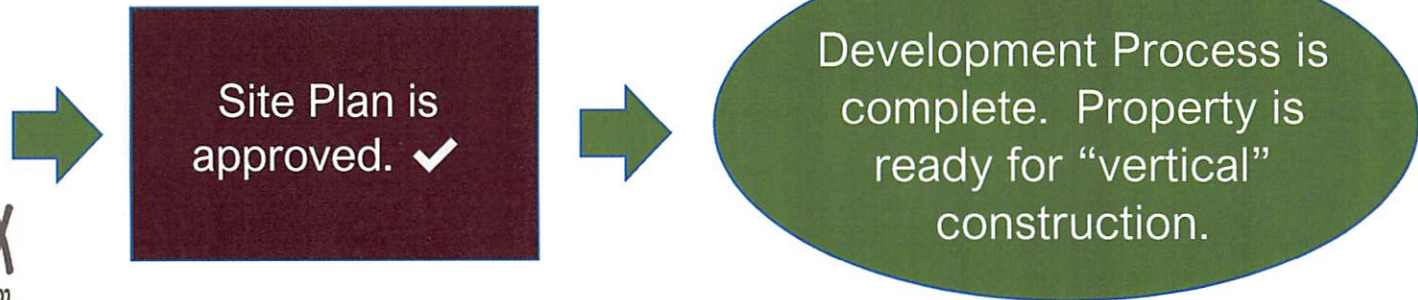


City of Bastrop, TX Development Process

When is it time to move from the Development Process to Building Permitting?

Proposed Process Overview – Building Permits

At this point in the process:



City of Bastrop, TX Development Process