

# City of Bastrop Development Manual



Adopted November 12, 2019  
Revised February 25, 2020

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

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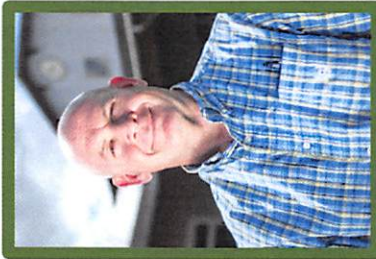
# **Development Team**

**City of Bastrop, TX Development Process**



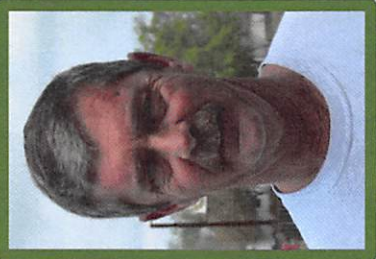
# Development Team

## Building Inspection



**David Brasich**  
Building Official  
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## Electric



**Curtis Ervin**  
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512-332-8900

## Engineering



**Tony Buonodono**  
City Engineer  
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512-332-8800

## Fire



**Chief Andres Rosales**  
Fire Chief  
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## Planning / Zoning

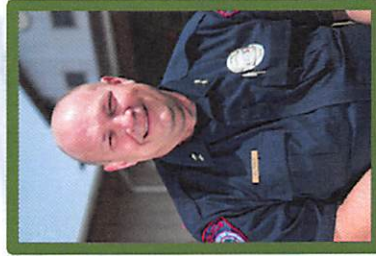


**Vacant**  
Director of Planning  
& Development  
512-332-8840

## Public Works



**Trey Job**  
Assistant City Manager  
- Development Services  
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**Chief James Altgelt**  
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**Viviana Hamilton**  
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[vhamilton@cityofbastrop.org](mailto:vhamilton@cityofbastrop.org)  
512-332-8840

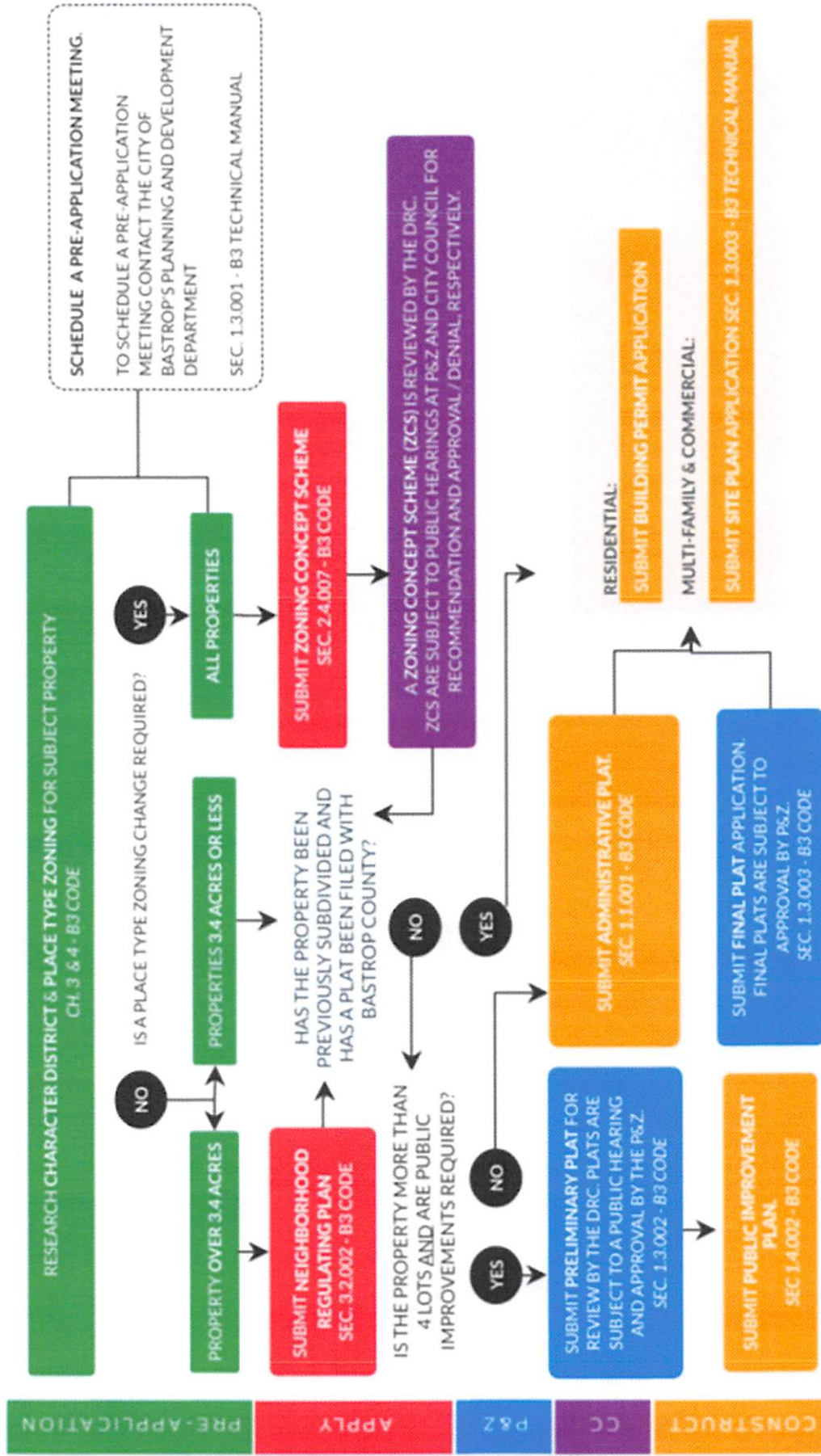


**Lynda Humble**  
City Manager  
[lhumble@cityofbastrop.org](mailto:lhumble@cityofbastrop.org)  
512-332-8800

# City of Bastrop, TX Development Process



# Overview





# **Planning Application**



# Planning Application

Select Your Plan:			
Subdivision	Zoning & Development	Other	
Minor Plat	Zoning Concept Scheme (Rezoning)	Abandonment – Easement	
Amending Plat	Neighborhood Regulating Plan	Abandonment – ROW	
Replat	Site Development Plan	License to Encroach – ROW	
<b>Preliminary Plat</b> • TxDOT permits required <input type="checkbox"/> Yes <input type="checkbox"/> No • Temporary Construction Easements required <input type="checkbox"/> Yes <input type="checkbox"/> No • Lost Pines Conservation Permit required <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes to any of the above, must attach to this application)	Site Development Plan Amendment	License to Encroach – Easement	
	Zoning Variance	Work in ROW	
	Infrastructure Plan	Land Disturbance	
	Public Improvement Plan Agreement (PIPA)	Administrative Appeal	
Final Plat	Conceptual Drainage Plan	Board/Commission Appeal	
Plat Vacation	Preliminary Drainage Plan	Voluntary Annexation	
Public Improvement Plans	Final Drainage Plan	Zoning Verification Letter	
Subdivision Variance	Development/Consent Agreement	Warrant Request	

\*See associated checklists to ensure a complete submittal.

## Project Information

Project Name (if any): \_\_\_\_\_

Project Address: \_\_\_\_\_ BCAD Property ID: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Land Use Category (what is the property being used for now?): \_\_\_\_\_

Existing Zoning District: \_\_\_\_\_ Proposed Zoning District (If rezoning): \_\_\_\_\_

Name of Overarching Regulation (PD, MUD, DA, etc.): \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Total Lots: \_\_\_\_\_

Acreage Not Designated as Lots: \_\_\_\_\_ Lots Subject to Parkland Fee: \_\_\_\_\_

## Property Owner

Name/Entity/Trustee: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_





# Planning Application

## Applicant

Name: \_\_\_\_\_ Role (i.e. developer, agent, etc.): \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail Address \_\_\_\_\_

## Additional Contact (Optional)

Name: \_\_\_\_\_ Role (i.e. engineer, architect, etc.): \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail Address \_\_\_\_\_

The applicant certifies that the facts stated herein and exhibits attached hereto are true, correct, and complete. **If this application is filed by anyone other than the property owner, an Agent Authorization form signed by all property owners must accompany this application.** Signature below also authorizes the City of Bastrop and its agents to visit and inspect the property for which this application is being submitted.

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

## Staff Use Only

☐ Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Fees Paid \$ \_\_\_\_\_

Comments: \_\_\_\_\_

Administratively Complete Date: \_\_\_\_\_

Paper: \_\_\_\_\_ Prop. Owner Notification: \_\_\_\_\_ P&Z: \_\_\_\_\_ City Council: \_\_\_\_\_

# **Pre-Development Meeting**





# Pre-Development Meeting Request

**INSTRUCTIONS:** Please submit this completed form and required items electronically to Vivianna Hamilton, Planning Technician at [vhamilton@cityofbastrop.org](mailto:vhamilton@cityofbastrop.org) or provide one hard copy of all materials in-person at 1311 Chestnut Street, Bastrop, TX 78602. The meeting will be scheduled once ALL required items are provided.

## Contact Information

Contact Name(s): \_\_\_\_\_

Owner's Name(s): \_\_\_\_\_

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

Project Address(s): \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

Current Zoning (Place Type): \_\_\_\_\_

## REQUIRED ITEMS FOR PRE-DEVELOPMENT MEETING

	1. Completed Pre-Development Meeting Request Application
	2. Sketch Drawing of lots, blocks, and street layout.
	3. Concept Drainage Plan, as required by Section 2.B.3 of the Stormwater Drainage Design Manual.

I, the undersigned, request a pre-development meeting for the purpose of discussing a proposed project in general terms. I have proved the information requested in this form and understand that this meeting does not constitute City review for purposes of approval or permit issuance. A licensed professional engineer should be consulted independently by the applicant regarding potential drainage, utility, and floodplain impact issues prior to making any decisions regarding real estate or other business transactions.

Furthermore, I understand that this meeting is not a development permit application and does not constitute the first in a series of permits or projects, as defined by 245.001 et Seq. of the Texas Local Government Code, for this proposed project. Plans shall be prepared in accordance with the City of Bastrop Code of Ordinances, as well as any federal, state, or local codes incorporated or referenced therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



# Pre-Development Meeting Request

List of people who will attend the meeting and their responsibilities in the development:

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Please check any topics that you wish to discuss at the meeting: The following are general discussion topics. If you have specific questions, please provide more information in the box below:

Planning - Zoning		Transportation		Building Code	
<input type="checkbox"/>	City Limits or ETJ	<input type="checkbox"/>	Master Thoroughfare Plan	<input type="checkbox"/>	Occupancy Class
<input type="checkbox"/>	Current Place Type(s)	<input type="checkbox"/>	Driveway Locations	<input type="checkbox"/>	Exit Requirements
<input type="checkbox"/>	Building Setbacks, Height, and Lot Size Requirements	<input type="checkbox"/>	Parking and Loading Design Requirements	<input type="checkbox"/>	Adopted Code Books
<input type="checkbox"/>	Architectural Design Standards	<input type="checkbox"/>	Sidewalks	<input type="checkbox"/>	Signage
<input type="checkbox"/>	Parking Requirements	<input type="checkbox"/>	Access Easements	<input type="checkbox"/>	Historical Preservation
<input type="checkbox"/>	Bufferyard Requirements	<input type="checkbox"/>	Ingress & Egress	<input type="checkbox"/>	
<input type="checkbox"/>	Screening Requirements	<input type="checkbox"/>	License to Encroach	<input type="checkbox"/>	Iredell District Overlay
<input type="checkbox"/>	Application Process and Schedule	<input type="checkbox"/>	Street Design	<input type="checkbox"/>	Building Materials
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Certificate of Appropriateness
Planning – Subdivision		Engineering – Drainage & Utilities		Fire	
<input type="checkbox"/>	Verify type of Plat required	<input type="checkbox"/>	Detention/Water Quality Requirements	<input type="checkbox"/>	Fire Access
<input type="checkbox"/>	Preliminary Plats	<input type="checkbox"/>	Drainage Study Requirements	<input type="checkbox"/>	Lanes/Turning Radii
<input type="checkbox"/>	Minor Plats/Replats	<input type="checkbox"/>	FEMA Flood Plain	<input type="checkbox"/>	Hydrants / Hose Lengths
<input type="checkbox"/>	Easements	<input type="checkbox"/>	Water & Sewer Infrastructure	<input type="checkbox"/>	Sprinklers & Alarms
<input type="checkbox"/>	Addressing / Street Signage	<input type="checkbox"/>	Verify Existing Lines and Size	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Taps & Meters	<input type="checkbox"/>	
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:
Electric – BP&L		Parks & Recreation		Industrial Pre-Treatment	
<input type="checkbox"/>	Power Needs in order to size transformers	<input type="checkbox"/>	Tree Preservation / Mitigation / Survey	<input type="checkbox"/>	Backflow Prevention Assemblies (BPAs)
<input type="checkbox"/>	Underground Primary Electric Service	<input type="checkbox"/>	Landscaping Requirements	<input type="checkbox"/>	Pre-Treatment Requirements
<input type="checkbox"/>	Underground Secondary Electric Service	<input type="checkbox"/>	Parkland Dedication / Fee-in-Lieu	<input type="checkbox"/>	
<input type="checkbox"/>	Street Lighting	<input type="checkbox"/>	Public Realm	<input type="checkbox"/>	
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:

Additional Comments/Questions:



# **Conceptual Drainage Checklist**



# 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
	<b>A. Conceptual Drainage Site Plan</b>		
	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>B. Conceptual Site Layout</b>		
	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.		

# **Zoning Change Process**



## 2019 – 2020 Place Type Zoning Change 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 <sup>st</sup> Reading	City Council Meeting Date 2 <sup>nd</sup> 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



# Process – Zoning

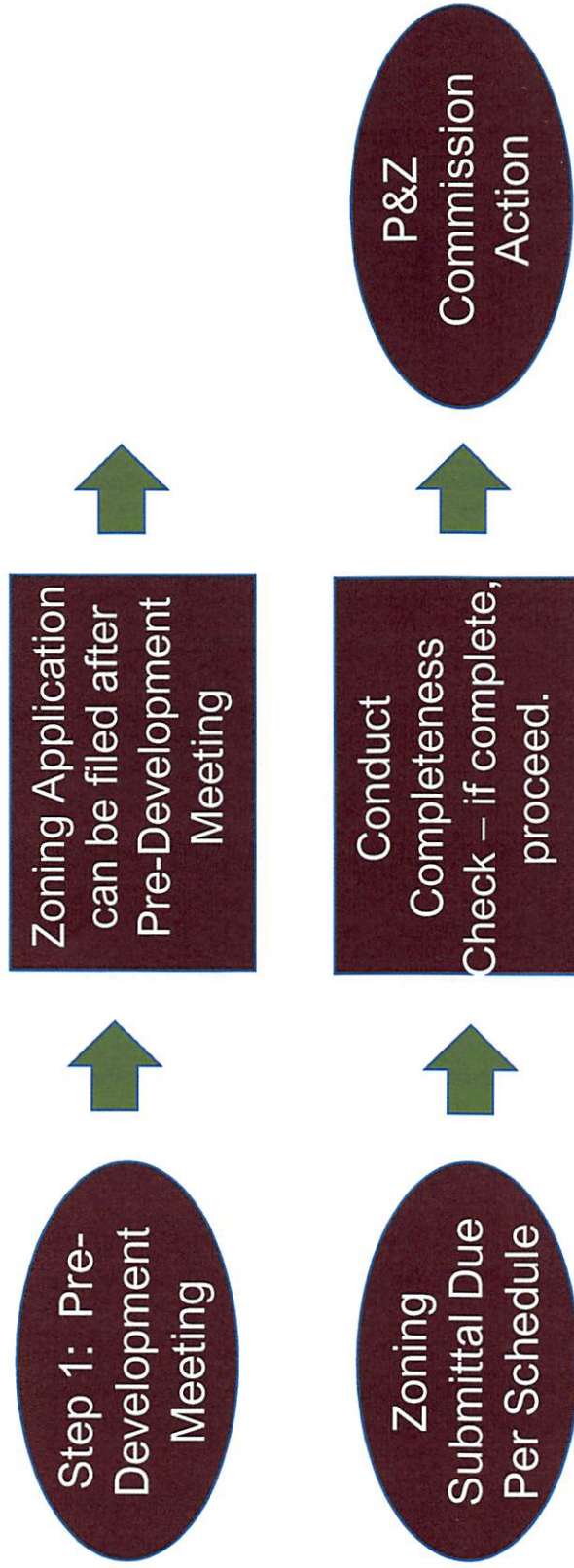
## Pre-Development Meeting (Mandatory) STEP 1

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



**City of Bastrop, TX Development Process**

# Proposed Process Overview – Zoning Process



**City of Bastrop, TX Development Process**



# Process – Zoning

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



# **Zoning Concept Scheme Checklist**

**City of Bastrop, TX Development Process**



# City of Bastrop, Texas

## Zoning Concept Scheme Checklist

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

APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal	PER ORDINANCE 2019-54, ADOPTION OF CITY OF BASTROP DEVELOPMENT MANUAL, ZONING CONCEPT SCHEME REQUIREMENTS ARE AS FOLLOWS:	Meets Standard	Does Not Meet Standard
	Any application for zoning or for an amendment or change shall require a Zoning Concept Scheme – The concept scheme shall be submitted by the applicant at the time of the zoning request. The scheme shall show the applicant's intent for the use of the land within the proposed area in a graphic manner and as may be required, supported by written documentation of proposals and standards for development. The City may prepare application form(s) which further describe and explain the following requirements:  1. The Zoning Concept Scheme shall include:		
	a. Boundary of the proposed area.		
	b. A scaled drawing showing types and location of proposed uses.		
	c. Thoroughfares and preliminary lot arrangements.		
	d. A sketch drawing that shows the size, type and location of buildings and building sites, access, density, building height, fire lanes, screening, parking areas, landscaped areas, and project scheduling.		
	e. Physical features of the site including a scaled drawing showing major existing vegetation, natural water courses, creeks or bodies of water and an analysis of planned changes in such natural features as a result of the development. This shall include a delineation of any flood prone areas.		
	f. Any existing thoroughfares and easements.		
	g. Location of proposed public open spaces or civic spaces.		
	h. The points of ingress and egress from existing and proposed streets.		
	i. A landscape plan showing turf areas, screening walls, ornamental planting, wooded areas to be preserved, and trees to be planted. The landscape plan should provide types of plantings to be used and give a general landscape design scheme for the development.		
	j. A conceptual infrastructure plan showing the location of any existing or proposed utilities needed to adequately serve the development.		
	k. Architectural drawings (elevations, etc.) showing elevations and architectural style to be used throughout the development.		
	l. A parks and trails plan showing any proposed parks, trails, hardscape, playscape, water feature or any other proposed improvements to any civic or open space		
	m. A Conceptual Drainage Plan as required by Appendix A of the City of Bastrop Stormwater Drainage Design Manual.		

# **Neighborhood Regulating Plan Process**



## 2019 – 2020 Regulating Plan Schedule of Uniform Submittal Dates

Regulating 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 Director of Planning & Development Action calendared on same line*	DRC Review Approval with Conditions – Staff Recommendations to Approve /Disapprove	*Director of Planning & Development Action on Regulating Plans
11/11/2019	11/12/2019	11/22/2019	12/5/2019	12/5/2019
12/30/2019	12/31/2019	1/10/2020	1/16/2020	1/23/2020
1/13/2020	1/14/2020	1/24/2020	1/30/2020	2/6/2020
2/10/2020	2/11/2020	2/21/2020	2/27/2020	3/5/2020
3/9/2020	3/10/2020	3/20/2020	3/26/2020	4/2/2020
4/13/2020	4/14/2020	4/24/2020	4/30/2020	5/7/2020
5/11/2020	5/12/2020	5/22/2020	5/28/2020	6/4/2020
6/8/2020	6/9/2020	6/19/2020	6/25/2020	7/2/2020
7/13/2020	7/14/2020	7/24/2020	7/30/2020	8/6/2020
8/10/2020	8/11/2020	8/21/2020	8/27/2020	9/3/2020
9/21/2020	9/22/2020	10/2/2020	10/8/2020	10/15/2020
10/12/2020	10/13/2020	10/23/2020	10/29/2020	11/5/2020
11/9/2020	11/10/2020	11/20/2020	12/3/2020	12/3/2020

\*Adopted by City Council on October 22, 2019 – Ordinance 2019-57

# **Neighborhood Regulating Plan Checklist**

**City of Bastrop, TX Development Process**





# City of Bastrop, Texas

## Neighborhood Regulating Plan

### Checklist

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

APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal	PER ORDINANCE 2019-54, ADOPTION OF CITY OF BASTROP DEVELOPMENT MANUAL, ZONING CONCEPT SCHEME REQUIREMENTS ARE AS FOLLOWS:	Meets Standard	Does Not Meet Standard
	a. Submission includes:		
	1. Legal description & geographic location map.		
	2. Block and Place Type designation.		
	3. Demonstrate the structure of the proposed neighborhood based on the standards associated with the property.		
	3A. The proposed neighborhood must allocate a variety of Place Types on sites over 3.4 acres or per block of development, as defined in the B3 Code.		
	3B. Each block may vary in design. Natural conditions, physical barriers, special site features or existing development shall be used to inform the patterns of the block. See the Pattern Book for alternative block configurations.		
	4. Street Network		
	4A. The street network plan must show existing streets and the transition Street Types into the proposed neighborhood.		
	4B. A network of streets shall show streets to and through the development.		
	5. Street Types		
	5A. Each Street Type is scaled propositional to the associated Place Types and Building Types.		
	5B. Blocks with Street Types with wider than 55.5 feet of right-of-way can chose to create smaller blocks or propose to adjust the grid to accommodate the selected street network of Street Types.		
	5C. Blocks with Street Types wider than 55.5 feet of right-of-way must also demonstrate the fiscal sustainability of the requested Place Types and Street Types.		
	5D. Blocks adjacent to undeveloped land, areas unsuitable for development, or pre-existing incomplete Blocks may be exempt from Block Face length and Block perimeter requirements by Warrant.		
	6. Refer to the Transportation Masterplan and Thoroughfare Masterplan for street network requirements.		



# Platting Process

## 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



# City of Bastrop, Texas Plat Checklist

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

## PER ORDINANCE 2020-03, ADOPTION OF CITY OF BASTROP DEVELOPMENT MANUAL, PLAT REQUIREMENTS ARE AS FOLLOWS:

The sub-divider shall submit a plat of the entire area being subdivided. Each Submittal Package shall contain the following documents in order to be deemed complete. If all items are not present, the submission will not be accepted. The submission will be considered a filed application on the next uniform submittal date after which the submission has been considered administratively complete.

A.	Completed and signed Planning Application.
B.	Agent Authorization Letter.
C.	Signed Project Description Letter explaining proposed project, including number of lots existing and proposed, and if those lots are residential or commercial. If submission is for Vacating Plat, the Project Description Letter must provide evidence that the current plat does not meet the proposed development, granting the vacation would not be detrimental to the public health, safety, or welfare or otherwise injurious to the other property in the area, does not substantially conflict with the Comprehensive Plan and the purposes of the Code, and would not generally apply to other properties in the area and contain signatures of owners of all lots within the original subdivision, if not under common ownership.
D.	Bastrop Central Appraisal District Map highlighting the subject property.
E.	Copy of deed showing current ownership.
F.	Certified Tax Statement showing taxes have been paid.
G.	Plat prints, collated and folded: Eight (8) 24" X 36".
H.	Eight (8) prints of the approved Preliminary Drainage Study as required in Section 4.10.6, if submitting a preliminary plat. (Ordinance No. 2019-26)
I.	Eight (8) prints of the utility schematic/plan.
J.	Eight (8) copies of letter outlining Planned Development requirements and how those required are addressed on the plat, if zoning is derived from a Planned Development.
K.	Utility Easement Release approvals from all utility providers.
L.	Proof of ability to serve by each proposed utility or completed utility evaluation by the City if utility is provided by the City.
M.	Digital Submittal: Digital submittals shall be provided on a labeled CD/DVD or flash drive in the format specified below in addition to the hard copy submittal. Application will not be accepted if not in the specified format listed below. The CD/DVD or flash drive will not be returned to the applicant.
	1. PDF 1 – Main Application Materials shall be one document and include a title page called Application – (Specify Project Name), Completed Application, Agent Authorization Form, and Project Description Letter.
	2. PDF 2 – Plats & Utilities plans shall be one document and include a title page called Plat Details – (Specify Project Name), Plat(s), drainage study, and utility schematics.
	3. PDF 3 – Remaining Checklist Items shall be one document and include a title page called Checklist Items – (Specify Project Name), tax map, deed(s), tax certificate, and Planned Development Information (if applicable).
	4. GIS or AutoCAD Files – should include files that show new parcel layout and easements formatted in a GIS geodatabase file or shape file; AutoCAD dwg file spatially referenced using NAD_1983_StatePlane_Texas_Central_FIPS_4203_Feet. Files should be titled Parcels_ProjectName and Easements_ProjectName.



N.	Plat filing fee shall be paid at the time of the submission as set forth in City of Bastrop Code of Ordinances – Appendix A.					
O.	Copy of original plat, if filing an amending plat or replat.					
P.	Proof of approved variances, if any.					
Q.	All other required submittals and approvals required by the B <sup>3</sup> Code chapter.					
R.	For Final Plat, proof that all contractors have been paid.					
S.	For Minor Plats in the ETJ, drainage calculations showing that the lots will not exceed 60% impervious cover.					
<b>4.10.8A. - PLAT DETAIL</b>		<b>Amending</b>	<b>Minor</b>	<b>Replat</b>	<b>Preliminary Plat</b>	<b>Final Plat</b>
1	The name of the subdivision, which shall not duplicate an existing or pending subdivision.	X	X	X	X	X
2	The total acreage and the proposed total number of lots and blocks within the subdivision and the total acreage of rights-of-way.	X	X	X	X	X
3	The name of the owner and address. If the owner is a partnership, corporation or other entity other than an individual, the name of the responsible individual such as president or vice-president must be given.	X	X	X	X	X
4	The name of the licensed public surveyor and licensed engineer, when required, responsible for preparing the plat.	X	X	X	X	X
5	Scale: 1" = 100'.	X	X	X	X	X
6	North arrow, north to be at top of sheet, if possible.	X	X	X	X	X
7	Legend, depicting all symbols, located beside the plat sketch.	X	X	X	X	X
8	Date, revision block, and each revision shall bear a new date.	X	X	X	X	X
9	Applicable Plat Notes as shown in Section 4.10.4	X	X	X	X	X
10	Ownership boundaries shall be drawn in very heavy lines and shall include overall dimension and bearings.	X	X	X	X	X

	<b>4.10.8A. - PLAT DETAIL</b>	Amending	Minor	Replat	Preliminary Plat	Final Plat
11	Adjacent boundary lines and adjacent right-of-way lines of the proposed subdivision drawn with dashed lines.	X	X	X	X	X
12	A tie to an original corner of the tract of land of which subdivision is a part.	X	X	X	X	X
13	Name and location of adjacent subdivision, streets, easements, pipelines, water courses, etc. and the property lines and name of all adjoining property owners.	X	X	X	X	X
14	Name and location of adjacent subdivisions, streets, and property lines.	X			X	X
15	Existing and proposed topographic and planimetric features within the subdivision, including water courses and ravines, high banks, width of existing and proposed easements and any other physical features pertinent to the subdivision. Contour lines at two (2) foot intervals in terrain with a slope of two (2) percent or less and five (5) foot intervals in terrain with slope greater than two (2) percent, to be a separate exhibit or removed prior to recordation.	X	X	X	X	X
16	Existing transportation features within the subdivision including the location and width of right-of-way, streets, alleys and easements.	X	X	X	X	X
17	Proposed features to be dedicated for public use including location, right-of-way, pavement width, surfacing, and name of streets; approximate width and depth of all lots; and location of building lines, alleys, parks, squares, public easements, sanitary facilities, utilities, and sanitary control easements.	X	X	X	X	X
18	Lot and block lines and numbers of all lots and blocks proposed to be created with complete dimensions for front, rear and side lot lines.	X	X	X	X	X
19	Floodway, 100-year flood plain and finish floor elevation.	X	X	X	X	X
20	Locations and size of dimensions of existing utilities, drainage facilities, streets, alleys, and easements.	X	X	X	X	X
21	Location of City limits line, the outer border of the City's extraterritorial jurisdiction and zoning district boundaries, if they traverse the subdivision, form part of the subdivision, or are contiguous to such boundary.	X	X	X	X	X
22	Key Map. A key map showing relation of subdivision to well-known streets in all directions to a distance of at least one (1) mile.	X	X	X	X	X

	<b>4.10.8A. - PLAT DETAIL</b>	Amending	Minor	Replat	Preliminary Plat	Final Plat
23	An accurate on-the-ground boundary survey of the property with bearing and distances and showing the lines of all adjacent land, streets, easements and alleys with their names and width. (Streets, alleys and lot lines in adjacent subdivisions shall be shown dashed). All necessary data to reproduce the plat on the ground must be shown on the plat.		X	X	X	X
24	A complete legal description by metes and bounds of the land being subdivided (field notes).		X	X	X	X
25	For streets to be dedicated: Complete curve data (delta, length of curve, radius, point of reverse curvature, point of tangency, chord length and bearing) shown on each side of the street; length and bearing of all tangents; dimensions from all angle points of curve to an adjacent side lot line shall be provided.			X		X
26	For water courses and easements to be dedicated: 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 easement 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 or utilities unless a floodplain permit is obtained.		X	X		X
27	A Certificate of ownership and dedication to the public of all streets, easements, alleys, parks, playgrounds, or other dedicated public uses, signed and acknowledged before a notary public by the owners and any holders of liens against the land.		X	X		X
28	A certificate of approval to be signed by the Planning & Zoning Chairman shall be placed on the face of the plat. See Section 4.10.7C1.			X		X
29	The certificate of the licensed public surveyor who surveyed, mapped and monumented the land shall be placed on the face of the plat.		X	X		X
30	Phasing Plan				X	
	<b>4.10.8B. - STANDARD PLAT NOTES</b>	Amending	Minor	Replat	Preliminary Plat	Final Plat
1	The Benchmarks used are: INSERT BENCHMARK DATA AND MONUMENT DATA.	X	X	X	X	X
2	Water service is provided by the INSERT NAME OF PROVIDER.	X	X	X	X	X
3	Wastewater service is provided by INSERT NAME OF PROVIDER.	X	X	X	X	X
4	Electric service is provided by INSERT NAME OF PROVIDER.	X	X	X	X	X



	<b>4.10.8A. - PLAT DETAIL</b>	Amending	Minor	Replat	Preliminary Plat	Final Plat
5	This Plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on INSERT APPROVAL DATE.					X
6	All subdivision permits shall conform to the City of Bastrop Code of Ordinances, public improvement standards, and generally accepted engineering practices.			X	X	X
7	Construction Plans and Specifications for all subdivision improvements shall be reviewed and accepted by the City of Bastrop prior to any construction within the subdivision.				X	X
8	The owner of this subdivision, and his or her successors and assigns, assumes sole responsibility for plans for construction of subdivision improvements which comply with applicable codes and requirements of the City of Bastrop. The owner understands and acknowledges that plat vacation or re-platting may be required, at the owner's sole expense, if plans to construct this subdivision do not comply with such codes and requirements.			X	X	X
9	By approving this plat, the City of Bastrop assumes no obligation to construct any infrastructure in connection with this subdivision. Any subdivision infrastructure required for the development of the lots in this subdivision is the sole responsibility of the developer and/or the owners of the lots. Failure to construct any required infrastructure to City standards may be just cause for the City to deny applications for certain development permits including building permits, site plan approvals and/or Certificate of Occupancy.				X	X
10	Fiscal surety for subdivision construction, in a form acceptable to the City of Bastrop, shall be provided prior to plat approval by the City.				X	X
11	No lot in this subdivision shall be occupied until connected to the approved water distribution and wastewater connection facilities.			X	X	X
12	Wastewater and Water systems shall conform to Texas Commission on Environmental Quality (TCEQ).			X	X	X
13	All new utilities will be underground.	X	X	X	X	X
14	Impact fees shall be assessed in accordance with the ordinance effective at the time of platting.		X	X	X	X
15	Developer or property owner shall be solely responsible for all relocation and modifications to existing utilities.	X	X	X	X	X
16	A portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # STATE NUMBER for Bastrop County, Effective INSERT DATE, INSERT COMMUNITY NUMBER Community Number, and is on Zone INSERT ZONE.	X	X	X	X	X
17	Temporary and permanent easements to be provided, as required at the City's sole discretion for off-site improvements.			X	X	X
18	As shown hereon, a ten (10) foot wide public utility easement (P.U.E.) is hereby dedicated adjacent to street Rights-of-Way on all lots. A five (5) foot wide P.U.E. is hereby dedicated along each side and rear lot line. (Required width adjacent to ROW in BP&L service area subject to BP&L final approval.)	X	X	X	X	X

	<b>4.10.8A. - PLAT DETAIL</b>	Amending	Minor	Replat	Preliminary Plat	Final Plat
19	Property owner shall provide for access to all easements as may be necessary and shall not prohibit access by government authorities.	X	X	X	X	X
20	No building, fences, landscaping or other structures are permitted within drainage easements shown, except as approved by the City of Bastrop and/or Bastrop County.	X	X	X	X	X
21	All easements on private property shall be maintained by the property owner or his or her assignees.	X	X	X	X	X
22	No lot or structure shall be occupied prior to the Applicant submitting to the City of Bastrop documentation of subdivision/site registration with the Texas Department of Licensing and Regulations (TDLR) and provide documentation of review and compliance of the subdivision construction plans with Texas Architectural Barriers Act (TABAA).	X	X	X		X
23	Erosion and sedimentation controls constructed in accordance with the Code of Ordinances of the City of Bastrop are required for all construction on each lot, including single family and duplex construction.		X	X	X	X
24	Public utility and drainage easements where shown and/or described hereon are intended to indicate an easement for construction, operation, and maintenance of public utilities and drainage ways; including, but not limited to, sanitary sewers, force mains, water lines, telephone signal conduits, electric conductors, drainage pipes, and natural gas lines.		X	X	X	X
	<b>STANDARD PLAT NOTES SPECIFIC TO CITY LIMITS:</b>					
25	Sidewalks shall be constructed in accordance with the ordinances of the City of Bastrop.	X	X	X	X	X
26	Prior to construction of any improvements on lots in the subdivision, building permits will be obtained from the City of Bastrop.		X	X	X	X
27	Build-to lines shall be in accordance with the ordinances of the City of Bastrop.	X	X	X	X	X
	<b>STANDARD PLAT NOTES SPECIFIC TO EXTRATERRITORIAL JURISDICTION:</b>					
28	A Bastrop County development permit is required prior to any site development.	X	X	X	X	X
29	All infrastructure required for public roads, drainage, or other public infrastructure (Including but not limited to lighting, signage, traffic lights, sidewalks, parking areas, storm sewers, or other drainage infrastructure), shall be maintained by the Developer, or their assigns, until such a time that it is accepted, if at all, by a governmental entity for maintenance.	X	X	X	X	X
30	Until such a time as Bastrop County, through the Bastrop County Commissioners Court, accepts the dedication of the improvements delineated and shown on this plat, said improvements are not Bastrop County improvements and are not subject to Bastrop County maintenance.	X	X	X	X	X
31	This subdivision is located within the Statutory or Voluntary ETJ of the City of Bastrop.	X	X	X	X	X

	<b>STANDARD PLAT NOTES SPECIFIC TO BASTROP POWER &amp; LIGHT:</b>					
32	Blanket Temporary Access and Construction Easement Document #INSERT NUMBER has been provided for construction access.		X	X	X	X
33	Upon completion of construction and installation of the Electric Facilities on the Property, the developer/owner shall have the Permanent Utility Easement (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 as such time BP&L accepts and records the Permanent Public Utility Easement.		X		X	X
34	Any public 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 such providers with any easement and or access required, in addition to those indicated, for the installation and ongoing maintenance of public utilities.	X	X	X	X	X
35	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.		X		X	X
36	All fees must be paid before materials are ordered or construction of electric facilities will be scheduled.		X		X	X
37	Line extension fees are required to be assessed at the time of platting. Provide electric load calculations, number of services, or plans for review.		X	X	X	X
	<b>STANDARD PLAT NOTES, WHEN APPLICABLE:</b>					
39	Variance from INSERT CODE AND VARIANCE DESCRIPTION was approved by the City of Bastrop on INSERT DATE.	X	X	X	X	X
40	Residential corner lots on unequal class street shall only access the street with the lower classification. Access for INSERT LOT is prohibited to INSERT STREET NAME.	X	X	X		X
41	All restrictions and notes from the previous existing subdivision, INSERT SUBDIVISION NAME, recorded in INSERT RECORDATION NUMBER, plat records, Bastrop County, Texas, shall apply to this plat.	X		X		X
42	This project is located within the area of "known and potential habitat" of the Endangered Houston toad as determined by the U. S. Fish and Wildlife Service as authorized under Bastrop County's Federal Fish and Wildlife- issued Endangered Species - Incidental take permit number TE-113500-0, property owners should contact the Lost Pines Habitat Conservation Plan (LPHCP) Administrator at the Bastrop County Development Services Department prior to any development activity.	X	X	X	X	X
43	Since no further fragmentation of potential Houston toad habitat occurs from this subdivision, it has no effect to the LPHCP.	X	X	X	X	X



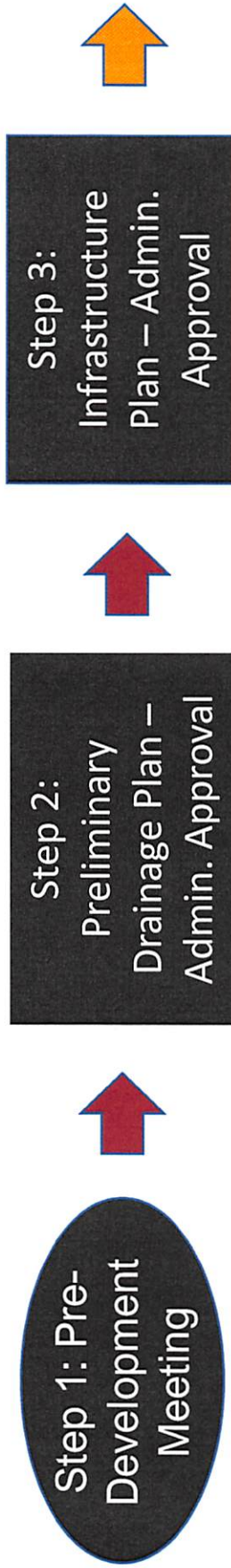
4.10.8C. - SIGNATURE BLOCKS		Amending	Minor	Replat	Preliminary Plat	Final Plat
1	Planning & Zoning Commission Approval Format			X	X	X
<p>Approved this INSERT DAY day of INSERT MONTH, INSERT YEAR, A.D. by the Planning &amp; Zoning Commission of the City of Bastrop, Texas.</p> <p>Approved: _____ Attest: _____</p> <p>Planning &amp; Zoning Commission Chairperson City Secretary</p>						
2	Administrative Approval Format	X	X	X		
<p>Administratively approved and accepted by the City of Bastrop this INSERT DAY day of INSERT MONTH, INSERT YEAR.</p> <p>Approved: _____ Attest: _____</p> <p>City Manager City Secretary</p> <p>Director of Planning</p>						
3	Certificate of the Licensed Public Surveyor	X	X	X	X	X
<p>The State of Texas§ County of Bastrop§</p> <p>KNOW ALL MEN BY THESE PRESENTS</p> <p>That I, INSERT NAME, do hereby certify that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the subdivision regulations of the City of Bastrop, Texas.</p> <p>Signature and Seal of Registered Public Surveyor Date</p>						
4	Certificate of the Licensed Engineer	X	X	X	X	X
<p>The State of Texas§ County of Bastrop§</p> <p>KNOW ALL MEN BY THESE PRESENTS</p> <p>That I, INSERT NAME, do hereby certify that the information contained on this plat complies with the subdivision regulations for the City of Bastrop, Texas and that the 100 year flood plain is as shown and will be contained within the drainage easement and or drainage right-of-way, as shown hereon.</p> <p>Signature and Seal of Registered Engineer Date</p>						

	4.10.8A. - PLAT DETAIL	Amending	Minor	Replat	Preliminary Plat	Final Plat
5	Owner's Signature Block	X	X	X	X	X
<p>The State of Texas§ County of Bastrop§</p> <p>KNOW ALL MEN BY THESE PRESENTS</p> <p>That we, INSERT NAME(S) OF OWNER(S), being the owners of INSERT NUMBER OF ACRES acres out of INSERT LEGAL DESCRIPTION, according to the map or plat recorded in Plat Cabinet INSERT NAME, Page INSERT NUMBER, plat records of Bastrop County, Texas and as conveyed to us by deeds recorded in Instrument Number INSERT NUMBER of the official public records of said county do hereby subdivide said land with the plat shown hereon, to be known as:</p> <p>INSERT SUBDIVISION NAME</p> <p>Subject to easements and restrictions heretofore granted and not released and do hereby dedicate any streets and/or easements shown hereon to the public.</p> <p>Witness my hand this INSERT DAY day of INSERT MONTH, INSERT YEAR, A.D.</p> <p>_____ Property Owner Name Property Owner Address</p>						
6	County Clerk Signature Block	X	X	X		X
<p>The State of Texas§ County of Bastrop§</p> <p>I, INSERT COUNTY CLERK'S NAME, County Clerk of Bastrop County, Texas, do hereby certify that the foregoing instrument of writing and its certificate of authentication was filed for record in my office on the INSERT DAY day of INSERT MONTH, INSERT YEAR, A.D. at INSERT HOUR o'clock INSERT AM BEFORE NOON or PM AFTER NOON, in the plat records of Bastrop County, Texas in Plat Cabinet INSERT NAME, Page INSERT NUMBER.</p> <p>Filed for record on the INSERT DAY day of INSERT MONTH, INSERT YEAR, A.D.</p> <p>_____ Deputy</p> <p>_____ County Clerk, Bastrop County, Texas</p>						

# **Preliminary Plat Process**



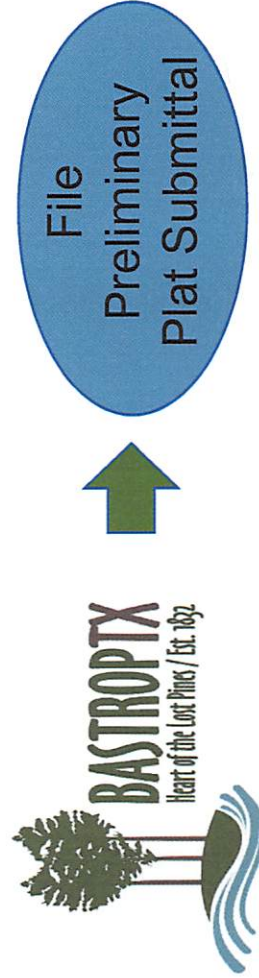
# Proposed Process Overview – Preliminary Plat Process



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



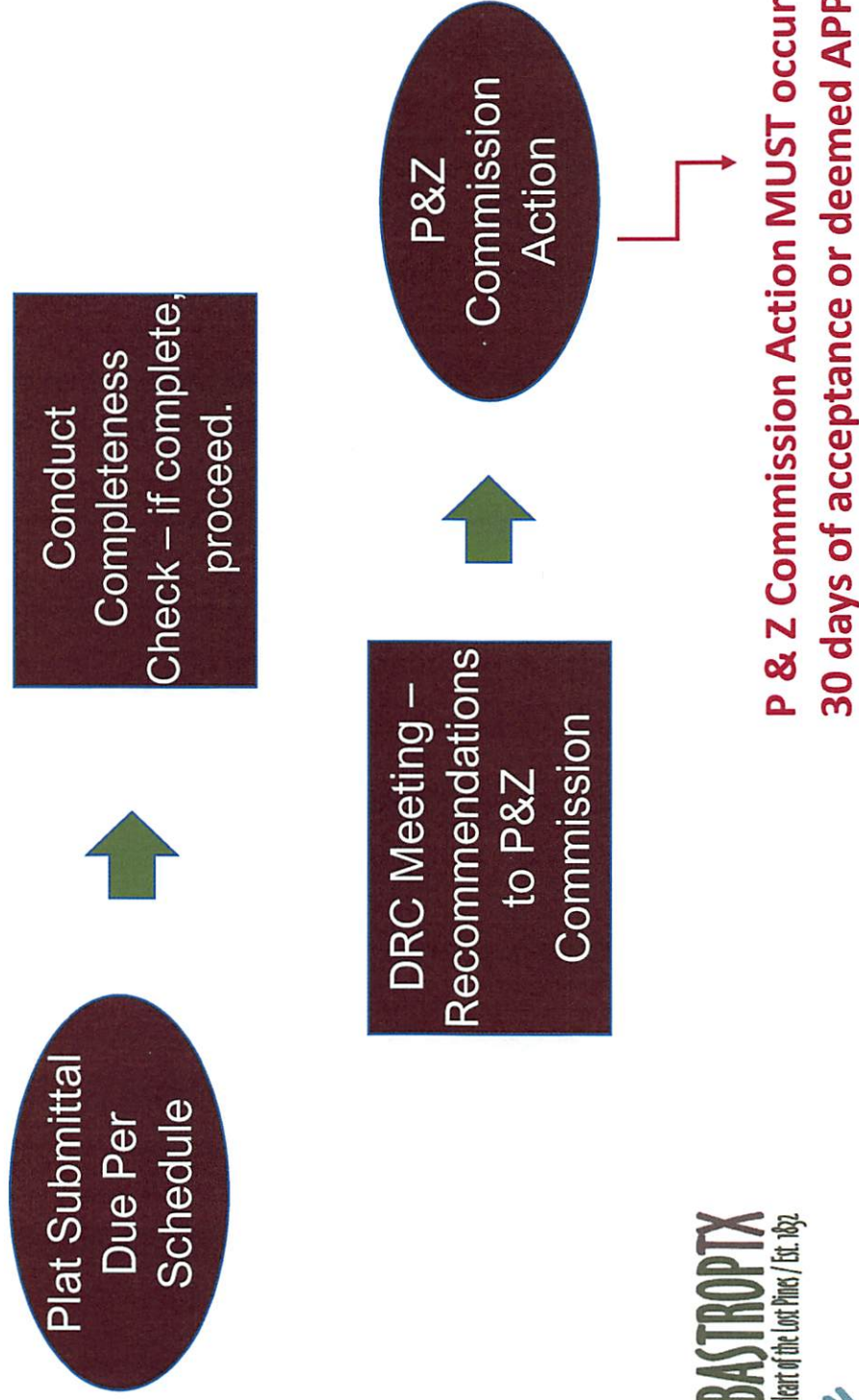
**Steps 4 - 6 are CONCURRENT and MUST be completed before plat submittal.**



**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



**City of Bastrop, TX Development Process**



# Platting Process – Preliminary Plat

Pre-Submittal Meeting for Subdivision (Optional)	Pre-Development Meeting (Mandatory) STEP 1
<ul style="list-style-type: none"> <li>• Meet with Staff to discuss process, design standards, and drainage requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Requires complete application and appointment</li> <li>• Provide sketch drawing of lot, block and street layout</li> <li>• Provide concept drainage plan</li> <li>• Discuss land-uses/fiscal sustainability</li> <li>• Comments from Staff within five (5) days that provide a roadmap</li> </ul>





# Platting Process – Preliminary Plat

## [Sequential Process – Removes all Engineering Elements]

Preliminary Drainage Plan (Step 2)	Infrastructure Plan (Step 3)
<ul style="list-style-type: none"> <li>• As required in Stormwater Drainage Manual – Checklist provided</li> <li>• Requires a Geotechnical Report</li> <li>• Shall be submitted and approved by City Engineer before going to Step 3.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides a “bird’s eye” view of proposed infrastructure improvements and how improvements will connect to existing infrastructure.</li> <li>• Reviewed by City Engineer, Public Works (Parks, Water, Wastewater), Fire, Electric.</li> <li>• Shall be submitted and approved by City Engineer before going to Step 4 – 6.</li> </ul>



**City of Bastrop, TX Development Process**



# **Platting Process – Preliminary Plat**

## **[(Concurrent Process – External Processes Outside City Control)]**

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





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



**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	PER ORDINANCE 2019-54, ADOPTION OF CITY OF BASTROP DEVELOPMENT MANUAL, INFRASTRUCTURE PLAN REQUIREMENTS ARE AS FOLLOWS:	Meets Standard	Does Not Meet Standard
	<b>1 COVER SHEET</b>		
	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		
	<b>2 NOTE SHEET(S)</b>		
	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		
	<b>3 EROSION, SEDIMENTATION AND TREE PROTECTION SHEET</b>		
	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		
	<b>4 DEMOLITION PLAN</b>		
	4.1 Show all structures being demolished		
	4.2 Will there be a need for infill, call-outs for infill material and positions?		
	<b>5 STREET PLAN AND PROFILE</b>		
	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		
	<b>6 OVERALL WASTEWATER LAYOUT</b>		
	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	PER ORDINANCE 2019-54, ADOPTION OF CITY OF BASTROP DEVELOPMENT MANUAL, INFRASTRUCTURE PLAN REQUIREMENTS ARE AS FOLLOWS:	Meets Standard	Does Not Meet Standard
	6.14 Main lines between manholes must be straight, with no more than 300 feet between manholes		
	<b>WASTEWATER PLAN AND PROFILE</b>		
	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		
	<b>8 OVERALL WATER PLAN</b>		
	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"		
	<b>9 WATER PLAN AND PROFILE (ALL WATER LINES MUST BE PROFILED)</b>		
	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)		
	<b>10 SIGN, STRIPING, AND SLEEVE LAYOUT</b>		
	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)		
	<b>11 LIGHTING PLAN</b>		
	11.1 Street Light Locations with coverage areas		
	11.2 All utility lines must be installed underground.		
	<b>12 PHASING PLAN</b>		
	12.1 Provide Applicable Phasing Plan		
	<b>13 TRAFFIC CONTROL PLAN</b>		
	13.1 Provide applicable traffic control and detour details		
	<b>14 WASTEWATER DETAILS</b>		
	14.1 Current City of Bastrop detail (when inside Bastrop CCN)		
	14.2 Current Utility Provider detail (when outside Bastrop CCN)		
	<b>15 WATER DETAILS</b>		
	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**

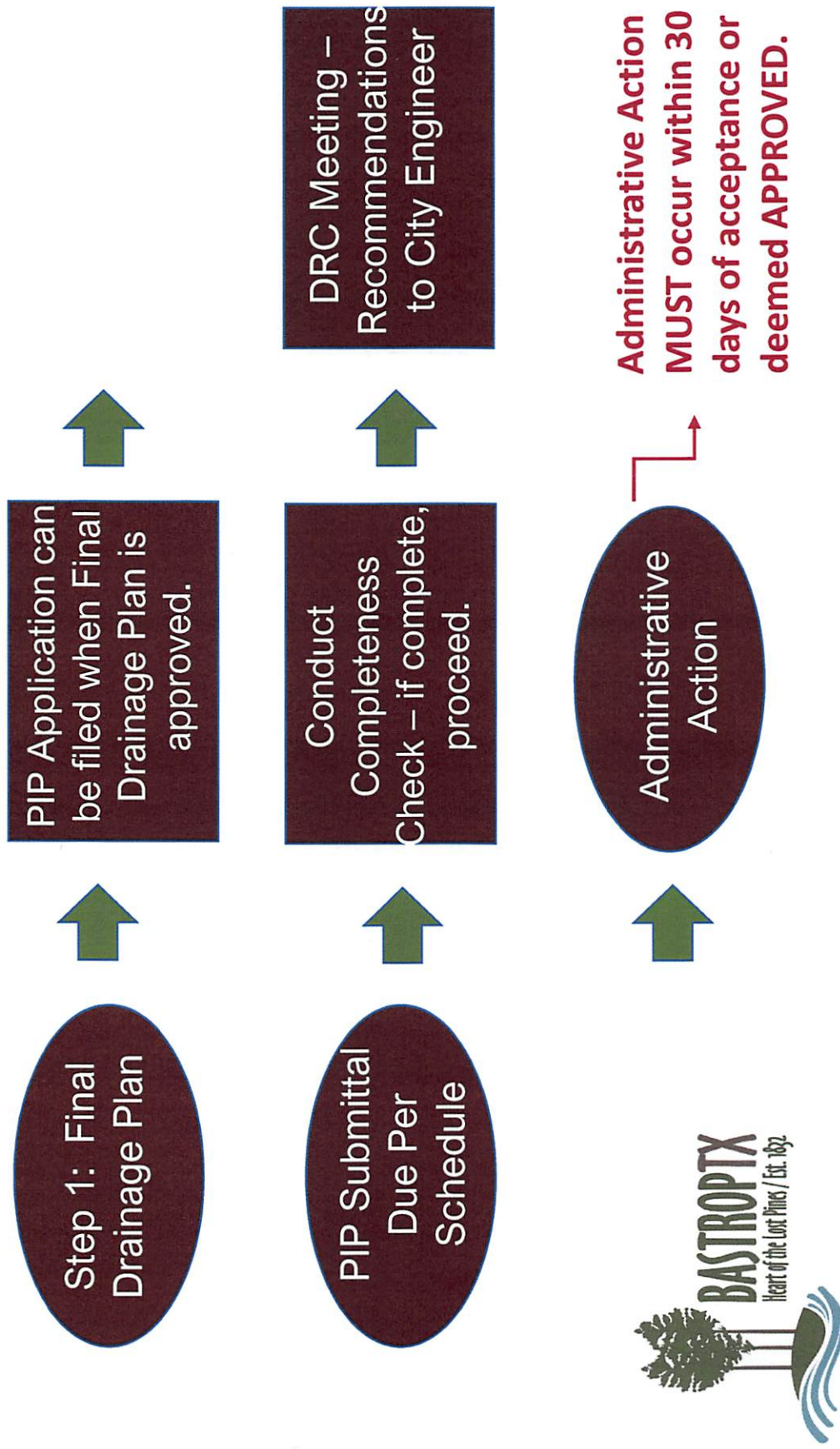
## 2019 – 2020 Public Improvement Plan Schedule of Uniform Submittal Dates

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



# Proposed Process Overview – Public Improvement Plan (PIP)



City of Bastrop, TX Development Process



# 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.



**City of Bastrop, TX Development Process**

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



**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><b>"Floodplain Restriction</b>  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, Texas

## Public Improvement Plan Checklist

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

APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal	PER ORDINANCE 2019-54, ADOPTION OF CITY OF BASTROP DEVELOPMENT MANUAL, PUBLIC IMPROVEMENT PLAN REQUIREMENTS ARE AS FOLLOWS:	Meets Standard	Does Not Meet Standard
	<b>1 COVER SHEET</b>		
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		
	<b>2 PRELIMINARY PLAT SHEET</b>		
2.1	Legible Copy of Planning & Zoning Commission Approved, Preliminary Plat		
	<b>3 NOTE SHEET(S)</b>		
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		
	<b>4 EROSION, SEDIMENTATION AND TREE PROTECTION SHEET</b>		
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		
	<b>5 DEMOLITION PLAN</b>		
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?		
	<b>6 OVERALL DRAINAGE</b>		
6.1	Submit Approved & Signed Copy of Final Drainage Plan by City Engineer		
	<b>7 STREET PLAN AND PROFILE (Construction Standards Manual)</b>		
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	PER ORDINANCE 2019-54, ADOPTION OF CITY OF BASTROP DEVELOPMENT MANUAL. PUBLIC IMPROVEMENT PLAN REQUIREMENTS ARE AS FOLLOWS:		
		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		
	<b>8 OVERALL WASTEWATER LAYOUT</b>		
	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)		
	<b>9 WASTEWATER PLAN AND PROFILE</b>		
	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	PER ORDINANCE 2019-54, ADOPTION OF CITY OF BASTROP DEVELOPMENT MANUAL, PUBLIC IMPROVEMENT PLAN REQUIREMENTS ARE AS FOLLOWS:		
		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		
	<b>10 OVERALL WATER PLAN</b>		
	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"		
	<b>11 WATER PLAN AND PROFILE (ALL WATER LINES MUST BE PROFILED)</b>		
	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)		
	<b>12 SIGN, STRIPING, AND SLEEVE LAYOUT</b>		
	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)		
	<b>13 LIGHTING PLAN</b>		
	13.1 Street Light Locations with coverage areas		
	13.2 All utility lines must be installed underground.		
	<b>14 PHASING PLAN (Ordinance)</b>		
	14.1 Provide Applicable Phasing Plan		
	<b>15 TRAFFIC CONTROL PLAN</b>		
	15.1 Provide applicable traffic control and detour details		
	<b>16 WASTEWATER DETAILS (Construction Standards)</b>		
	16.1 Current City of Bastrop detail (when inside Bastrop CCN)		



APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal	PER ORDINANCE 2019-54, ADOPTION OF CITY OF BASTROP DEVELOPMENT MANUAL. PUBLIC IMPROVEMENT PLAN REQUIREMENTS ARE AS FOLLOWS:		
	Meets Standard	Does Not Meet Standard	
16.2	Current Utility Provider detail (when outside Bastrop CCN)		
17	<b>WATER DETAILS (Construction Standards)</b>		
17.1	Current City of Bastrop detail (when inside Bastrop CCN)		
17.2	Current Utility Provider detail (when outside Bastrop CCN)		
18	<b>EROSION CONTROL AND TREE PROTECTION DETAILS (Construction Standards)</b>		
18.1	All applicable details		
19	<b>PUBLIC IMPROVEMENT PLAN NOTES</b>		
	<b>GENERAL NOTES</b>		
	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"> <li>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.</li> <li>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.</li> <li>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.</li> <li>d) Open channels shall be stabilized as required to prevent erosion.</li> <li>e) Inlets to storm drains, culverts, and other stormwater conveyance systems shall be protected from siltation until final site stabilization.</li> <li>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.</li> </ul>		

APPLICANT:		OFFICIAL USE ONLY	
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	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>		
	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)		
	<b>TRENCH SAFETY NOTES</b>		
	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.		



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		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><tr><td>Street</td><td>Station</td><td>Flex. Base Thickness</td><td>HMAC Thickness</td><td>Lime Stab. Thickness</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></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.														



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		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.	
		<b>WATER AND WASTEWATER NOTES</b>	
		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.	

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		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><tr><td>Sieve Size</td><td>Percent Retained By Weight</td></tr><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></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.												



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Included in Submittal	PER ORDINANCE 2019-54, ADOPTION OF CITY OF BASTROP DEVELOPMENT MANUAL, PUBLIC IMPROVEMENT PLAN REQUIREMENTS ARE AS FOLLOWS:		
		Meets Standard	Does Not Meet Standard
	<b>EROSION AND SEDIMENTATION CONTROL NOTES</b>		
	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.		
	<b>ELECTRIC</b>		
	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		



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		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.	



# City of Bastrop, Texas

## MUD Public Improvement Plan Checklist

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

APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal	PER ORDINANCE 2020-03, ADOPTION OF CITY OF BASTROP DEVELOPMENT MANUAL, PUBLIC IMPROVEMENT PLAN REQUIREMENTS ARE AS FOLLOWS:	Meets Standard	Does Not Meet Standard
	<p>No construction activities shall commence, until such time as construction plans completely describing the on-site and off-site improvements required by this chapter and other applicable city ordinances and codes have been approved by the City Engineer and Notice to Proceed as been granted in accordance with outlined in <b>Chapter One of the Bastrop Building Block Codes</b>.</p> <p><b>a. Format.</b> Drawings shall be on twenty-two-inch by thirty-four-inch (22"x34") sheets at generally accepted horizontal and vertical engineering scales.</p> <p><b>b. Content.</b> Public Improvement Plans shall include all on- and off-site improvements required to serve the proposed development as indicated on the approved preliminary plat and in compliance with applicable ordinances, codes, standards and policies of the city, and other applicable governmental entities. All Public Improvement Plans shall be signed and sealed by a licensed professional engineer, licensed to practice in the State of Texas, in compliance with Section 1.4.013. The Public Improvement Plan shall be submitted for approval by the City Engineer, in accordance with Section 1.4.002 of the B3 Codes AFTER complying with Step One and Two below:</p> <p><b>1. Step One:</b> A final drainage plan, as required in Section 2.B.5 of the Stormwater Drainage Manual, shall be submitted and approved by the City Engineer along with a geotechnical report by a qualified professional testing laboratory to determine the engineering characteristics of soil, rock and/or fill material such that a geotechnical engineer can then determine and design the type of foundations, earthworks, drainage infrastructure design, and/or pavement subgrades required for the intended man-made structures to be built. Once Step One is completed, the applicant can proceed to Step Two.</p> <p><b>2. Step Two:</b> A Public Improvement Plan Submittal shall contain the following:</p> <ul style="list-style-type: none"> <li>A. Completed and signed Planning Application.</li> <li>B. Agent Authorization Letter.</li> <li>C. Eight (8) copies of the Public Improvement Plan in compliance with Section 1.4.002 – Public Improvement Plan Requirements – a and b.</li> <li>D. Eight (8) prints of the approved final drainage study by the City Engineer as required in Section 1.3.002(b) – Preliminary Plat – Step 2.</li> </ul>		
<b>1</b>	<b>COVER SHEET</b>		
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		
<b>2</b>	<b>PRELIMINARY PLAT SHEET</b>		
2.1	Legible Copy of Planning & Zoning Commission Approved, Preliminary Plat		



APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal		Meets Standard	Does Not Meet Standard
	<b>3</b>	<b>NOTE SHEET(S)</b>	
	3.1	City of Bastrop general construction notes, water notes, wastewater notes, erosion, sediment control, and tree protection notes, with City of Bastrop replaced by the MUD entity providing services as appropriate.	
	3.2	Current TCEQ Notes.	
	3.3	Project Specific Notes (Must not conflict with other required notes).	
	3.4	Existing concrete paving clearly shown according to standard symbols and accurately dimensioned. Curb and gutter dimension. Pavement thickness indicated.	
	3.5	Statement verifying sufficient clearance exists for driveways from inlet transitions, fire hydrants, etc.	
	<b>4</b>	<b>EROSION, SEDIMENTATION, AND TREE PROTECTION SHEET</b>	
	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	
	<b>5</b>	<b>DEMOLITION PLAN</b>	
	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?	
	<b>6</b>	<b>OVERALL DRAINAGE</b>	
	6.1	Integrate Approved & Signed Copy of Final Drainage Plan by City Engineer into the plan submittal set.	
	<b>7</b>	<b>STREET PLAN AND PROFILE (Construction Standards Manual)</b>	
	7.1	Clearly labeled horizontal scale, minimum 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	
	7.4	Drainage facilities within or intersecting right-of-way and indicate stationing (show inlet type)	
	7.5	Street Summary Design Table with Pavement	
	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	Show all sleeves and conduit for dry utilities (i.e. gas, cable, phone)	
	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	Erosion matting on all slopes 3:1 or steeper	
	7.17	Street end barricades shown	
	7.18	Buildings on developed property with addresses	
	7.19	Intersecting and adjacent streets: type and width of private, walks, alleys	

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Included in Submittal		Meets Standard	Does Not Meet Standard
	7.20	Size and construction of fences in common areas and sight triangles	
	7.21	Signs; if commercial in right-of-way, state if electrical	
	<b>8</b>	<b>OVERALL WASTEWATER LAYOUT</b>	
	8.1	Street names, lot names, and block letters	
	8.2	Existing contours	
	8.3	Services applied to lateral to each lot	
	8.4	Street names, street/alley widths, fences, and right-of-way widths	
	8.5	Minimum finished floor elevation for each lot	
	8.6	"Connect to" note to an existing wastewater main	
	8.7	Wastewater designation, size, and direction of flow	
	8.8	"Construct" notes for sewer and sewer appurtenances	
	8.9	Manholes at all future stub outs	
	8.10	Easements for all offsite sewer lines	
	8.11	Centerline station every 300', deflection angles at points of intersection	
	8.12	Note for all existing manholes modified by construction to be tested, repaired, and recoated	
	8.13	Detail for water/wastewater crossing	
	8.14	Main lines between manholes must be straight, with no more than 300 feet between manholes	
	<b>9</b>	<b>WASTEWATER PLAN AND PROFILE</b>	
	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	
	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	
	<b>10</b>	<b>OVERALL WATER PLAN</b>	
	10.1	Existing/proposed main lines	
	10.2	Street names, lot numbers, and block letters	
	10.3	Street/alley widths, rights-of-way, and lot dimensions	
	10.4	Valves provided on all legs of pipe intersections	
	10.5	All bends are 45 degrees or less	
	10.6	Thrust restraints on dead ends	
	10.7	Air release valves at all high points	
	10.8	Fittings, fire hydrants, manholes, services, and taps are shown	
	10.9	Main designation with stationing	
	10.10	Material call-out for water main(s)	
	10.11	All existing pavements (type and depth), existing and proposed easements (type and width)	
	10.12	All fire lines must be ductile iron, greater than or equal to 6"	

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Included in Submittal		Meets Standard	Does Not Meet Standard
	<b>11</b>	<b>WATER PLAN AND PROFILE (ALL WATER LINES MUST BE PROFILED)</b>	
	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)	
	<b>13</b>	<b>PHASING PLAN (Ordinance)</b>	
	13.1	Provide Applicable Phasing Plan	
	<b>14</b>	<b>WASTEWATER DETAILS (Construction Standards)</b>	
	14.1	Current City of Bastrop detail (when inside Bastrop CCN)	
	14.2	Current Utility Provider detail (when outside Bastrop CCN)	
	<b>15</b>	<b>WATER DETAILS (Construction Standards)</b>	
	15.1	Current City of Bastrop detail (when inside Bastrop CCN)	
	15.2	Current Utility Provider detail (when outside Bastrop CCN)	
	<b>16</b>	<b>EROSION CONTROL AND TREE PROTECTION DETAILS (Construction Standards)</b>	
	16.1	All applicable details	
	<b>19</b>	<b>PUBLIC IMPROVEMENT PLAN NOTES</b>	
		<b>GENERAL NOTES</b>	
		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 as appropriate.	



APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal		Meets Standard	Does Not Meet Standard
	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: 512-332-8848.		
	<p>6. All areas disturbed or exposed during construction shall follow the required best management practices.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>d) Open channels shall be stabilized as required to prevent erosion.</li> <li>e) Inlets to storm drains, culverts, and other stormwater conveyance systems shall be protected from siltation until final site stabilization.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>g) 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.</li> </ul>		



APPLICANT:		OFFICIAL USE ONLY														
Included in Submittal					Meets Standard	Does Not Meet Standard										
		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 unless otherwise approved by the City Engineer.														
		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><tr><td>Street</td><td>Station</td><td>Flex. Base Thickness</td><td>HMAC Thickness</td><td>Lime Stab. Thickness</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></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.														
		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 200/250).														
		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.														



APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal		Meets Standard	Does Not Meet Standard
	5. All ductile 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 512-332-8848 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 512-332-8848.		
	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.		
	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 512-332-8848, 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.		

APPLICANT:		OFFICIAL USE ONLY											
Included in Submittal		Meets Standard	Does Not Meet Standard										
	<div>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:</div> <table><tr><td>Sieve Size</td><td>Percent Retained By Weight</td></tr><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></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 217, 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.												
	3. Stop bars shall be placed at all stop sign locations.												
	4. "No through truck" signs shall be placed at all subdivision entrances												
	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												
	1. 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.												
	2. 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.												

APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal		Meets Standard	Does Not Meet Standard
	3. All utilities are to be underground.		
	4. A Blanket Temporary Access and Construction Easement for the construction of Electric Facilities is currently on file for the property.		
	5. A plat note referencing the Blanket Temporary Access and Construction Easement to be added to the final plat.		
	6. 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.		
	7. As shown herein, a twenty (20) foot wide Public Utility Easement is hereby dedicated adjacent to street ROW on all lots.		
	8. 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.		
	9. 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		
	10. All fees must be paid before materials are ordered or construction of Electric Facilities will be scheduled.		
	11. Provide electric schedule and load calculations.		





# Neighborhood Regulating Plan Checklist

APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal	Per Ordinance 2019-53, Submittal Items are:		
Meets Standard			Does Not Meet Standard
	1	Legal description & geographic location map	
	2	Block and Place Type designation	
	3	Demonstrate the structure of the proposed neighborhood based on the standards associated with the property: <ul style="list-style-type: none"> <li>A. The proposed neighborhood must allocate a variety of Place Types on sites over 3.4 acres or per block of development, as defined in the B3 Code.</li> <li>B. Each block may vary in design. Natural conditions, physical barriers, special site features, or existing development shall be used to inform the patterns of the block. See the Pattern Book for alternative block configurations.</li> </ul>	
	4	Street Network: <ul style="list-style-type: none"> <li>A. The street network plan must show existing streets and the transition Street Types into the proposed neighborhood.</li> <li>B. A network of streets shall show streets to and through the development.</li> </ul>	
	5	Street Types: <ul style="list-style-type: none"> <li>A. Each Street Type is scaled propositional to the associated Place Types and Building Types.</li> <li>B. Blocks with Street Types with wider than 55.5 feet of right-of-way can chose to create smaller blocks or propose to adjust the grid to accommodate the selected street network of Street Types.</li> <li>C. Blocks with Street Types wider than 55.5 ft of right-of-way must also demonstrate the fiscal sustainability of the requested Place Types and Street Types.</li> <li>D. Blocks adjacent to undeveloped land, areas unsuitable for development, or pre-existing incomplete Blocks may be exempt from Block Face length and Block perimeter requirements by Warrant.</li> </ul>	
	6	Refer to the Transportation Master Plan and for street network requirements. Show how the Neighborhood Regulating Plan addresses those requirements.	

## Staff Use Only

☐ Received By: \_\_\_\_\_ Date: \_\_\_\_\_

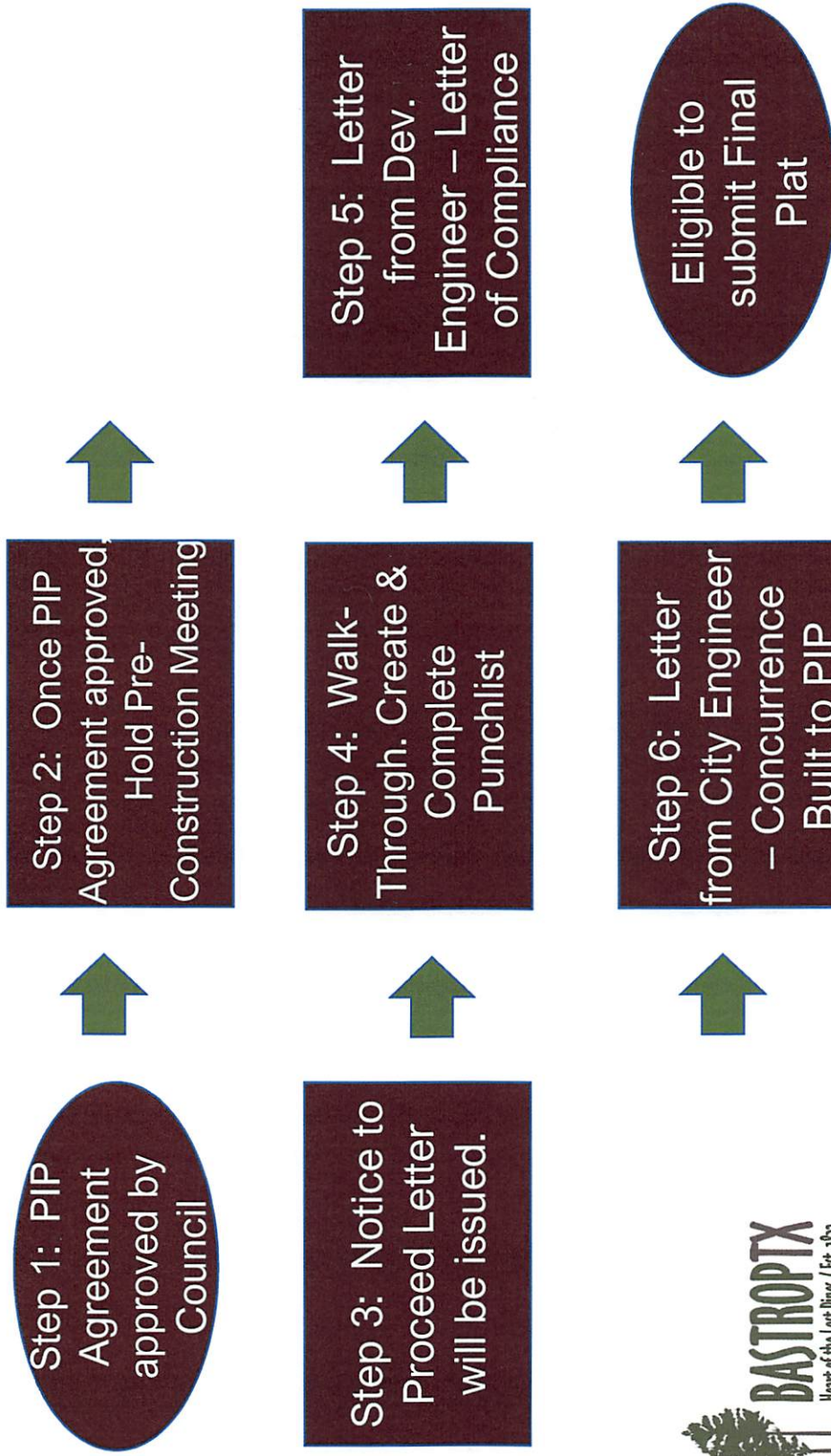
Fees Paid \$ \_\_\_\_\_

Comments: \_\_\_\_\_

# **Construction of Public Improvements Process**

**City of Bastrop, TX Development Process**

# Proposed Process Overview – Construction of PIP



**City of Bastrop, TX Development Process**



# Construction of Approved Public Improvement Plan

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



## City of Bastrop, TX Development Process

# Acceptance Process of Completed Public Infrastructure

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



**City of Bastrop, TX Development Process**



# **Sample Public Improvement District Agreement**



**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*** it'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***.

**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:**

	<b>Full Project Cost</b>	<b>Developer's Assurance Amount</b>	<b>City Participation</b>
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
<b>Payment to the City</b>			<b>\$75,000.00</b>

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

### **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**

	Quantity	Unit Cost	Participation Payment to the City
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  
Managing Director of Public Works & Leisure  
Services

\_\_\_\_\_  
Date

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 201**X-XX** (the "Public Open Space"), including, but not limited to, the **INSERT DESCRIPTION** parcel identified on the Parcel Plan attached to Ordinance 201**X-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*

The following table identifies the Park Land Dedication by the final plat:

<u>Lots</u>	<u>Blocks</u>	<u>Acres</u>
1	A	7.0046
1	C	30.4158

RECOMMENDED:

---

Matthew Jones	Date
Director of Planning and Development	



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:**

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

RECOMMENDED:

Trey Job	Date
Managing Director of Public Works & Leisure Services	

**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.

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.***



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

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

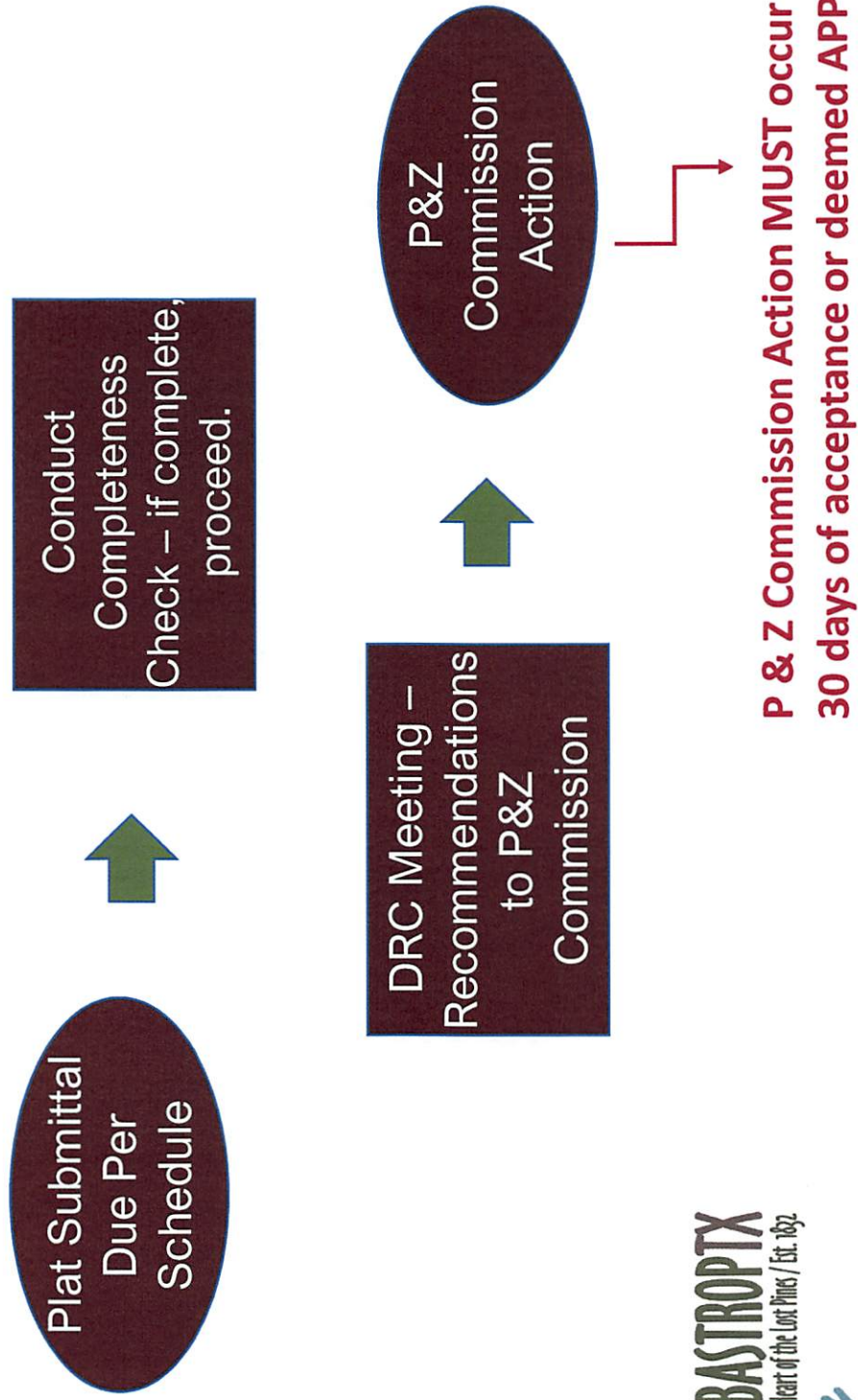
Distribution of Originals:    Developer  
   City Secretary  
   Planning and Development Department



# **Final Plat Process**

# Proposed Process Overview – Final Plat Process

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



**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.



**City of Bastrop, TX Development Process**



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



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

# City of Bastrop, TX Development Process

# Site Plan Process



## 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



# Proposed Process Overview – Site Plan Process



**City of Bastrop, TX Development 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.



**City of Bastrop, TX Development Process**



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





# **Utility Plan Checklist (Infill Development Only – Pre- requisite for Site Plan Submittal)**



# City of Bastrop, Texas

## Utility Plan Checklist

### (Infill Development Only)

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

APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal	PER ORDINANCE 2019-54, ADOPTION OF CITY OF BASTROP DEVELOPMENT MANUAL, UTILITY PLAN REQUIREMENTS ARE AS FOLLOWS:	Meets Standard	Does Not Meet Standard
	<b>1 COVER SHEET</b>		
	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		
	<b>2 NOTE SHEET(S)</b>		
	2.1 City of Bastrop general water notes, wastewater notes, and erosion, sedimentation control and tree protection notes.		
	2.2 Project Specific Notes (Must not conflict with other required notes).		
	<b>3 EROSION, SEDIMENTATION AND TREE PROTECTION SHEET</b>		
	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		
	<b>STREET &amp; DRAINAGE PLAN AND PROFILE</b>		
	Street names, lot and block numbers		
	Sidewalks and approved ADA ramps		
	Existing street slopes at tie-ins to existing		
	Verify sufficient clearance exists for driveways from inlet transitions, streetlights, fire hydrants, etc.		
	Existing/proposed bridges, culverts and drainage channels. All culverts must be reinforced concrete pipe unless approved by the City Engineer.		
	ADA ramp wings shown		
	Mailbox locations		
	<b>5 OVERALL WASTEWATER PLAN</b>		
	Street names, lot names, and block letters		
	Lot dimensions		
	Surrounding subdivision names/property owners		
	Proposed wastewater service and tap size and location		
	Street names, street/alley widths, fences, and right-of-way widths		
	Existing pavements (type) and existing/proposed easements (type and width)		
	Adjoining buildings and improvements		
	"Connect to" note to an existing wastewater manhole		
	Detail for water/wastewater crossing		
	<b>8 OVERALL WATER PLAN</b>		
	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		



APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal	PER ORDINANCE 2019-54, ADOPTION OF CITY OF BASTROP DEVELOPMENT MANUAL, INFRASTRUCTURE PLAN REQUIREMENTS ARE AS FOLLOWS:		
		Meets Standard	Does Not Meet Standard
	8.11 Utility crossing details		
	8.12 Proposed water service and meter size and location		
	8.13 Material call-out for water main(s)		
	8.14 All existing pavements (type), existing and proposed easements (type and width)		
	8.15 Proposed fire line size and location		
	8.16 All fire lines must be ductile iron , =>6"		
	<b>13 ELECTRICAL DEMAND REQUIREMENTS</b>		
	Total Load required		
	No. of Services required for site & Size of each Service		
	Proposed location of transformer location(s)		
	<b>14 WASTEWATER DETAILS</b>		
	14.1 Current City of Bastrop detail (when inside Bastrop CCN)		
	14.2 Current Utility Provider detail (when outside Bastrop CCN)		
	<b>15 WATER DETAILS</b>		
	15.1 Current City of Bastrop detail (when inside Bastrop CCN)		
	15.2 Current Utility Provider detail (when outside Bastrop CCN)		



# **Site Plan Checklist**



# City of Bastrop, Texas

## Site Development Plan Checklist

Planning Department • 1311 Chestnut Street • 512-322-8840

APPLICANT:		OFFICIAL USE ONLY	
Included in Submittal	PER ORDINANCE 2020-03, ADOPTION OF CITY OF BASTROP DEVELOPMENT MANUAL, SITE PLAN REQUIREMENTS ARE AS FOLLOWS:	Meets Standard	Does Not Meet Standard
	<b>SITE DEVELOPMENT PLAN SUBMITTAL REQUIREMENTS</b>		
	1 Completed and signed Application		
	2 Agent Authorization Form if Applicant is not the Property Owner		
	3 Location map highlighting the subject property in context of the surrounding area		
	4 Copy of deed showing current ownership		
	5 Copy of current statement of account showing taxes have been paid.		
	6 Six (6) paper copies of the Site Development Plan with all Required Details listed in the section below. Plans shall be on 24" x 36" sheets collated and folded into 8½" x 11" or stapled and rolled neatly. All pages must be oriented the same direction.		
	7 Copy of the Approved Final Drainage Plan – attached to the plan sheets		
	8 Copy of the Approved Final Utility Plan – attached to the plan sheets		
	9 Paper copy of a Bastrop Fire Dept. (BFD) witnessed fire hydrant flow test report that is less than 1 year old (IFC 507.1 and 507.4)		
	10 Digital Submittal – Labeled CD/DVD or flash drive PDF 1 – Combined Application and Checklist Items PDF2 – Combined plan sheets for Required Details		
	11 Site Development Plan filing fee		
	12 Two (2) copies of TIA and TxDOT permits when required		
	13 Three (3) copies of a letter outlining Planned Development Requirements and how those requirements are addressed on the Site Development Plan when required		
	14 If any required fire code requirements cross into a property other than the owners, a joint-use access agreement or unified development agreement shall be provided and recorded		
	15 For projects involving an Alternative Method of Compliance (AMoC); documentation showing that an alternate method has been approved per IFC 104.8 and 104.9.		
	16 Stamped and signed plans by Texas Professional Engineer.		
	<b>SITE DEVELOPMENT PLAN DETAIL REQUIREMENTS</b>		
	<b>1 COVER SHEET</b>		
	1.1 Project Name		
	1.2 Contact name and information for property owner, engineer, surveyor, and any other parties responsible in preparing the Site Development Plan		
	1.3 Signature blocks for Owner, City Engineer, Fire Department, and Director of Planning and Development. See Signature Blocks section below.		
	1.4 Fire Department cover sheet table. See BFD Table in section below		
	1.5 List of ordinances or codes that the site was designed using		
	1.6 List of jurisdiction and service providers for the site		
	1.7 Date of preparation and any subsequent revisions (Revision Table)		
	1.8 North arrow, graphic and written scale in close proximity		

	1.9	Small scale location map showing the location of the property		
	1.10	Legend depicting all symbols used on all pages. Legend shall be replicated as needed on multiple pages.		
	<b>2</b>	<b>FINAL PLAT SHEET</b>		
	2.1	Copy of Final Plat. Note recordation information or if plat is under review.		
	<b>3</b>	<b>OVERALL SITE PLAN SHEET</b>		
	<b>3.1</b>	<b>Site Data Summary Chart to include the following:</b> <ol style="list-style-type: none"> <li>Existing zoning</li> <li>Gross acreage and net acreage</li> <li>Percentage of impervious coverage (building footprint and impervious areas)</li> <li>Area of open space</li> <li>Open space as a percentage</li> <li>Gross building area</li> <li>Total building area by floor</li> <li>Square footage broken down by use</li> <li>Parking spaces required and provided. Provide location, if offsite.</li> <li>Number of proposed lots</li> <li>Residential density</li> </ol>		
	3.2	Location of existing and proposed building(s), structure(s) or other improvement(s), as well as proposed modifications of the external configuration of the building(s), structure(s) or improvement(s)		
	3.3	Entrances and exits to the buildings		
	3.4	Required front, side, and rear setbacks from property lines		
	3.5	Existing or proposed easements or right of way, within or abutting the lot where the development is being proposed		
	3.6	The dimensions of any street, sidewalk, alley, accessibility route, or other part of the property intended to be dedicated to public use. These dedications must be made by separate instrument and referenced on the Site Development Plan		
	3.7	On and off-site circulation (including truck loading and pickup areas) and fire lanes		
	3.8	All types of surfacing (asphalt, brick, concrete, sod, crushed granite) not under roof		
	3.9	Location of dumpster and screening with materials		
	3.10	Required parking with dimensions given for layout; location, if off-site.		
	3.11	The location and ownership of adjacent properties		
	3.12	The location and boundary of any regulatory floodplain or floodway		
	3.13	All improvements located in the ROW		
	3.14	Curb return radii of all driveways and access aisles		
	3.15	Safety barriers, fencing, wheel stops, curbing or other restrictive barriers adjacent to driveways, aisles, maneuvering, or parking areas		
	3.16	All existing or proposed driveways		
	3.17	Dimensions from each driveway from property lines, intersections, or other driveways. Distances shall be measured from the nearest radii		
	3.18	Acceptable scale: 1" = 40', 1" = 100', or similar		
	<b>4</b>	<b>LANDSCAPE PLAN SHEET</b>		
	4.1	Location, size and species of all trees to be preserved		
	4.2	Tree protection plan		
	4.3	Location of all plant and landscaping material to be used, including plants, paving, benches, screens, fountains, statues, earthen berms, ponds (to include depth of water), topography of site		
	4.4	Species of all plant material to be used		
	4.5	Size of all plant material to be used		
	4.6	All types of surfacing (asphalt, brick, concrete, sod, crushed granite) not under roof		
	4.7	Spacing of plant material where appropriate		
	4.8	Layout and description of irrigation, sprinkler, or water systems including placement of water sources		



	4.9	Description of maintenance provisions		
	4.10	Person(s) responsible for the preparation of the landscape plan		
	4.11	Vegetative Screening: Planted height, full growth height, distance between plants		
	4.12	60-foot radius around each tree to show there is one tree within 60 feet of every parking space		
	4.13	List of all plants to be used, legend, and location of all plants and landscape elements		
	4.14	Location of screening with dimensions and material used		
	4.15	Required Note: Irrigation plans require separate permits – approval of Site Development Plan does not constitute approval of any included irrigation plans or elements of the Landscape Plan.		
	<b>5</b>	<b>BUILDING ELEVATIONS SHEET</b>		
	5.1	Dimensioned architectural renderings or elevations of all proposed buildings and structures, including dumpster enclosure.		
	5.2	If property is in a historic district, such as the Iredell Historic District or the Bastrop Commercial Historic District, or is a designated historic landmark, a Certificate of Appropriateness will be required. Building Exteriors shall follow the standards outlined in the Pattern Book.		
	<b>6</b>	<b>FIRE ACCESS AND CONTROL PLAN SHEET</b>		
	6.1	Curb markings and/or signs indicating No Parking – Fire Zone on the designated fire lane		
	6.2	The location of any existing and proposed fire hydrants		
	6.3	Note if any of the buildings required to have an automatic fire sprinkler system (IFC 903)		
	6.4	The location of the fire sprinkler riser room labeled, if applicable. (IFC 901.4.6/105.4.2)		
	6.5	Distance between all exterior building walls and all required fire apparatus access areas. (IFC 503.1)		
	6.6	Location of motorized gates in the path of a fire lane have been labeled and provided with a Knox key switch, if applicable. (IFC 503.6)		
	6.7	Show any fuel tanks to be stored on site and indicate the volume, type of fuel, and tank construction standard (propane, gasoline, diesel, etc.). (IFC 5001.5.1 SUB 6)		
	6.8	Show location of any diesel-fueled emergency generators and the UL listing number of the tank, the fuel capacity of the tank in gallons, and fuel tank impact protection. (IFC 5001.5.2)		
	<b>7.0</b>	<b>LIGHTING PLAN SHEET</b>		
	7.1	Detailed lighting plan showing locations, types, and fixtures. Plan shall include both freestanding and wall mounted lighting		
	7.2	Photometric plan for the proposed site extending out to the property lines		
	<b>8.0</b>	<b>TRAFFIC CONTROL &amp; PEDESTRIAN SAFETY SHEET</b>		
	8.1	Temporary Traffic Control Plan for any impacted (closed or reduced width) roadways.		
	8.2	Barricade Summary Table including impacted roadway, roadway classification, street intersection, planned improvements, traffic control detail plan sheet, allowed barricade times, and duration.		
	8.3	Temporary pedestrian route/protection if pedestrian route is impacted.		
	8.4	Provide calculations, if overhead fall protection is proposed.		
	8.5	Safety fencing to prevent public access to construction activities.		
	8.6	Sealed by a Texas Professional Engineer.		
		<b>SUPPLEMENTAL REQUIREMENTS</b>		
	1.	Site Development Plan cannot be approved until Final Plat is recorded.		
	2.	Site Development Plan must be prepared by a licensed and registered professional land surveyor and/or a licensed professional engineer.		

	3.	Building permits will not be issued for any development until the Site Development Plan is approved.		
	4.	Property taxes must be paid prior to approval of plan.		
	5.	Required General Note: Signs require separate permits – approval of the Site Development Plan does not constitute approval of any included sign plans or elements.		
	6.	The following table illustrates the requirements of the Bastrop Fire Department in each line item: (MUST SHOW ON COVER SHEET)		

<b>Bastrop Fire Department</b>	
<b>Fire Design Codes</b>	<i>International Fire Code Edition with adopted appendices</i>
<b>Fire Flow Demand @ 20 psi (gpm)</b>	<i>Most demanding building's calculated fire flow demand – 2018 IFC Appendix B, Table B105.1 – Based on SF and Construction Type</i>
<b>Intended Use</b>	<i>Most demanding building's intended use</i>
<b>Construction Classification</b>	<i>Most demanding building's IBC construction classification</i>
<b>Building Fire Area (S.F.)</b>	<i>Most demanding building's fire area in gross square feet (all floor levels combined) per 2018 IFC Appendix B.</i>
<b>Automatic Fire Sprinkler System Type (If applicable)</b>	<i>The sprinkler system type that is in the most demanding building's fire area - NFPA 13, NFPA 13R or NFPA 13D</i>
<b>Reduced Fire Flow Demand @ 20 psi for having a sprinkler system (gpm) (If applicable)</b>	<i>Reduced fire flow demand, as permitted by BFD and Appendix B.</i>
<b>Fire Hydrant Flow Test Date</b>	<i>Not more than 1 yr from the date of Site Development Plan submittal</i>
<b>Fire Hydrant Flow Test Location</b>	<i>Block and Street Name</i>
<b>Alternative Method of Compliance AMOC (If applicable)</b>	<i>AMOC number and the date the AMOC was approved by the City.</i>

	7.	Signature blocks shall be placed on the Site Development Plan. Signature blocks shall also be placed for any additional entities responsible in preparing the Site Development Plan. The following are the approved signature blocks:		
		<b>The certificate of the licensed public surveyor:</b> THE STATE OF TEXAS § COUNTY OF BASTROP § KNOW ALL MEN BY THESE PRESENTS That I, _____ do hereby certify that I prepare this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the subdivision regulations of the City of Bastrop, Texas.  _____ Signature and Seal of Registered Public Surveyor with date.		
		<b>Owner's Signature Block:</b> As owner of this property, I promise to develop and maintain this property as described by this plan.  _____ Name of Owner/Trustee <span style="float: right;">_____</span> Date		
		<b>City Approval Signature Block:</b> All responsibility for the adequacy of these plans remains with the engineer who prepared them. In accepting these plans, the City of Bastrop must rely upon the adequacy of the work of the design engineer.  Accepted for Construction:  _____ Director of Planning and Development <span style="float: right;">_____</span> Date  _____ City of Bastrop Engineer <span style="float: right;">_____</span> Date  _____ City of Bastrop Fire Department <span style="float: right;">_____</span> Date		
		<b>Signed and sealed certification of the licensed engineer who prepared the Site Development Plan:</b> I, _____, do hereby certify that the information contained in these engineering documents are complete, accurate, and adequate for the intended purposes, including construction, but are not authorized for construction prior to formal City approval.  _____ Signature and Seal of Registered Engineer with date		

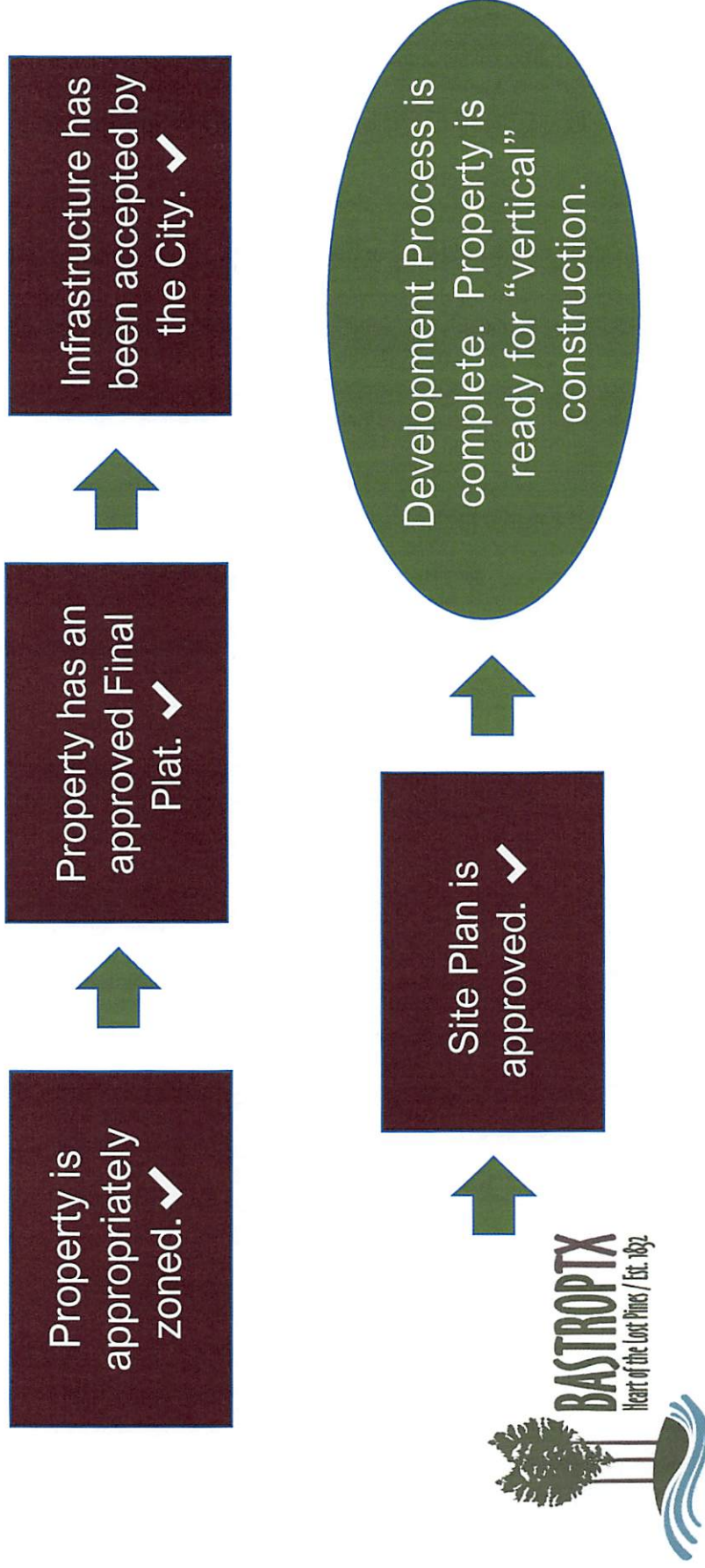


	9.0	Bastrop Fire Department General Notes		
	9.1	The Bastrop Fire Department requires final asphalt or concrete pavement on required access roads prior to the start of combustible construction. Any other method of providing "all-weather driving capabilities" shall be required to be documented and approved as an alternate method of construction in accordance with the applicable rules for temporary roads.		
	9.2	Fire hydrants shall be installed with the center of the large diameter hose connection (steamer) located at least 18 inches above finished grade. The steamer opening of fire hydrants shall face the approved fire access driveway or public-street and set back from the curb line(s) an approved distance, typically three (3) to six (6) feet. The area within three (3) feet in all directions from any fire hydrant shall be free of obstructions and the area between the steamer opening and the street or driveway giving emergency vehicle access shall be free of obstructions.		
	9.3	Timing of installations: When fire protection facilities are installed by the contractor, such facilities shall include surface access roads. Emergency access roads or drives shall be installed and made serviceable prior to and during the time of construction. When the Fire Department approves an alternate method of protection, this requirement may be modified as documented in the approval of the alternate method.		
	9.4	All emergency access roadways and fire lanes, including pervious/decorative paving, shall be engineered and installed as required to support the axle loads of emergency vehicles. A load capacity sufficient to meet the requirements for HS-20 loading (16 kips/wheel) and a total vehicle live load of 80,000 pounds is considered compliant with this requirement.		
	9.5	Fire lanes designated on site plans shall be registered with the Bastrop Fire Department and inspected for final approval.		
	9.6	The minimum vertical clearance required for emergency vehicle access roads or drives is 13 feet - 6 inches for the full width of the roadway or driveway.		
	9.7	Dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within ten feet of combustible walls, openings, or combustible roof eave lines.		
	9.8	<p>Underground Main Notes - To be provided on the Utility Plan Sheet:</p> <p>A. Underground mains supplying NFPA 13 and NFPA 13R sprinkler systems must be installed and tested in accordance with NFPA 13 and the Fire Code, by a licensed sprinkler contractor holding a SCR-U registration through the State Fire Marshal's Office. The entire main must be hydrostatically tested at one time, unless isolation valves are provided between tested sections.</p> <p>B. Underground mains supplying private hydrants must be installed and tested in accordance with NFPA 24 and the Fire Code, by a licensed sprinkler contractor holding a SCR-U registration through the State Fire Marshal's Office. The entire main must be hydrostatically tested at one time, unless isolation valves are provided between tested sections.</p>		

# **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**