

CIVIL PLAN CHECKLIST

HIGHLAND PARK, TX

EROSION CONTROL

The applicant acknowledges that they have received a copy of the Town of Highland Park's prescribed methods for eliminating and/or reducing erosion nuisances. The applicant understands this information and understands that the Town will not tolerate erosion nuisances occurring on properties within the Town. The applicant will share the duties and requirements with other workers to prevent erosion nuisances. The applicant understands that the Town, pursuant to Article 3.16 Erosion and Sedimentation Control et seq., will promptly and thoroughly investigate all instances of erosion nuisances and will take remedial measures, up to and including issuing citations and a stop work order for that work on a property that necessarily involves land disturbing activities and which is causing, in whole or part, an erosion nuisance(s).

Items Required:

- Pre-demo and Post-demo erosion control plan
- Standard Construction Details
 - SD-28A - Stabilized Construction Entrance
 - SD-28B - Stabilized Construction Entrance Notes
 - SD-29A - Silt Fence
 - SD-29B - Silt Fence Notes
- Town Ordinance
 - Sec. 3.16.011 - Submission of Erosion Control Plan to Town
- Tree Protection

Methods for reducing erosion nuisances:

- Install silt fence and/or other control measures to intercept silt from disturbed areas
- Protect inlets, streets, alleys, and waterways from surface runoff
- Minimize the extent of sediment leaving the project area
- Replace and repair erosion control measures that are damaged
- All loose excavated materials shall be removed at the end of each day from areas located within waterways and floodplains
- Revegetate all disturbed areas as soon as possible

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ROW PLAN

Items Required:

- All existing utilities in the ROW
- All proposed utilities in the ROW
- Curb casting locations for drainage (must match the locations identified on the approved drainage plan)
- All public concrete (curb and gutter, sidewalk, ADA ramp (if applicable), drive approach(es), leadwalk, alley)
- Locations of existing parkway trees
- Public storm (if applicable)

PUBLIC CONCRETE PLAN

Items Required:

- Clearly identify all public concrete to be removed and replaced (curb and gutter, sidewalk, drive approach, leadwalk, alley)
- Curb casting locations for drainage (must match the locations identified on the approved drainage plan)
- Locations of existing parkway trees and any potential conflicts with proposed concrete
- Standard Construction Details associated with the public concrete to be removed and replaced:
 - SD-04A - Separate concrete curb and gutter
 - SD-05B - Residential Driveway
 - SD-06A - Concrete Sidewalk
 - SD-08A - Barrier Free Ramp (if applicable)
 - SD-10B - Storm Drain Inlet (if applicable)
 - SD-12A - Storm Drain Manhole (if applicable)
 - SD-13B - Storm Drain Manhole Cover and Frame (if applicable)

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DRAINAGE PLAN

Items Required:

- One (1) copy uploaded to an online application
- Provide a grading plan showing the type of drainage for both existing and proposed. See attached guidance document for the type of drainage pattern
- Proposed drainage shall follow existing drainage patterns. If drainage patterns are altered, a drainage plan and associated drainage calculations shall be provided by a licensed engineer for approval
- See attached sample drainage plan
- Pre-demo topographic survey with existing conditions
- Site plan with proposed grading contours
- Drain lines shown on site plan with discharge locations identified (sump pump, french drain, gutters, etc.)
- Drain lines shall not be placed within a utility easement
- Drain lines through curb shall require a Town approved curb casting. Max of two curb castings per street frontage. Curb cuts, cores and any other substitutes are not permitted
- Curb and/or public sidewalk that will be removed/repared shall require a separate public concrete permit
- All permanent sump pumps shall follow Town Ordinance 2089-3.02.008 (Drainage from property with subsurface improvements or pumped discharges)
- All treated water shall discharge to the sanitary sewer and are not permitted to discharge to a subsurface drainage system

Inspections Required:

- Ditch inspection with pipes installed prior to backfilling
- Curb casting inspection will be performed with the Public Concrete permit inspection
- Final inspection

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GRADING PLAN

Items required:

- Pre-demo topographic survey with existing conditions
- Site plan with proposed grading contours
- Arrows on grading plan showing the direction of surface and subsurface drainage flow

UTILITY PLAN

Items required:

- Identify all existing utility locations in the ROW. Include existing sizes of lines
- Identify all proposed utility locations in the ROW. Include proposed sizes of lines
- Identify any lines being abandoned (remove line at water/sewer main)

PUBLIC STORMWATER PLAN

Items required:

- Engineer stamped plan showing a minimum 18-inch RCP storm pipe tying into a Town stormwater drainage system
- Standard Construction Details associated with the public storm drain:
 - SD-12A - Storm Drain Manhole (Types 1-7)
 - SD-12B - Storm Drain Manhole (Types 8-14)
 - SD-13B - Storm Drain Junction Box Manhole Cover and Frame

