

CONSTRUCTION PLAN CHECKLIST

Date _____

Project Name _____

Project Address _____

PID # _____

Every set of plans must include the following:

Engineer _____
Waller County _____

- A. Submit Development Permit Application & Checklist
- B. See Fee Schedule
- C. Submit Floodplain Checklist if applicable
- D. RV & Mobile Home Parks require IDP (see Fee Schedule).
- E. Method of payment Cash _____ Check # _____ CC _____
- F. Submit a set of Plans for Approval via email as a digital file in a pdf format to sitedevelopment@wallercounty.us Plan review will not begin until all forms are submitted, completed and payment received.

All of the above items must be completed entirely prior beginning the review period.
Note: Fees will double if construction starts before permit is issued.

- G. _____ Sheet size shall be 24" x 36" or 22" x 34", at a scale of not more than twenty feet (20') per inch with a 1" binding margin on all sides.
_____ Multiple sheet plans shall have the subdivision name and sheet number located in the lower right hand corner of each sheet. A key map shall be provided showing individual sheet relationships.
_____ Provide a scale and north arrow.

- H. Cover Sheet:
_____ Waller County Approval Block.
_____ 'Call Before You Dig' 811 info.
_____ Vicinity Map showing location of Project in relation to existing streets, highways and railroads within one (1) mile.
_____ Project name and address.
_____ Name, address, telephone number and email address for the project owner, developer and surveyor and/or engineer w/Texas Firm Registration No.
_____ Index with page number and sheet title.
_____ Add Note: "Contact Waller County Engineering at least 48 hours prior to start of construction."
_____ BKDD permit # (if applicable).
_____ TXDOT Permit # (if applicable).

- I. Boundary survey of the tract and scaled dimensions, both linear and angular.

- J. Existing topographic contours, which may be obtained from the U.S. Geological Survey 7.5 minute quadrangle map (or more recent data from TNRIS, HCFCO or other source).

- K. Show the following: Existing property lines and easements, adjacent property owners' names, streets, lakes and waterways, utility lines and drainage culverts within the tract or immediately adjacent within 100'.

- _____ _____ L. Indicate **Proposed**:
 - _____ Blocks, Lots, and Reserves (including 1' for road buffer).
 - _____ Streets and Alleys w/Typ. Cross Sections (green street signs).
 - _____ Building setback lines.
 - _____ Easements and any areas of special use (e.g. drill site).

- _____ _____ M. Lots shall have at minimum:
 - _____ 1.5 net acres for private water well & private septic.
 - _____ 1.0 net acres for public water & private septic.

- _____ _____ N. Name and Right-of-Way dimensions for all proposed and existing streets (App A.9).

- _____ _____ O. Proposed and existing utilities, easements, and detention reserves.

- _____ _____ P. Storm Water Pollution Prevention Plan (SWPPP).

- _____ _____ Q. Provide Temporary Bench Marks (TBM) at convenient points, with description, location and Mean Sea Level elevations.

- _____ _____ R. Boundaries to be shown include: (1) City Limits, (2) Extraterritorial Jurisdictions, (3) County Lines and (4) 100-year Floodplain.

- _____ _____ S. Fire Code painting and signage compliant with 2009 IFC.

- _____ _____ T. WC Driveway Details and Driveway General Notes (see Driveway/Culvert Regulations).
Note: expansion joint 2' on each side of culvert & culverts 36" and larger shall require SET's w/runners. (N/A if TXDOT)

- _____ _____ U. Subdivision Road and Drainage Design Standards:
 - _____ Water and sanitary (App A.1).
 - _____ Max Block length (App A.3.2).
 - _____ Min. Street Requirements (App A.4).
 - _____ Proper Subgrade, Base Material & Wearing Surface (App A.6, 7 & 8).
 - _____ Pipelines (App A.12).
 - _____ Food service establishments require space to double septic area.

- _____ _____ V. Drainage:
 - _____ Detention Calculations
 - _____ Concrete Pilot Channel
 - _____ Emergency Over Flow
 - _____ 30' Maintenance Berm or meet BKDD requirements
 - _____ Add Note: "Project will not adversely affect adjoining properties"
 - _____ Detention Pond outfall must be at least 20' from property line.

- _____ _____ W. Applicable fees must be paid with the submission of the Plans. Payable to: Waller County.

For Waller County Use ONLY:

Date Received _____ Reviewer _____ Date Returned _____