

COMMERCIAL CHECKLIST
FOR

Initial Review: Initials, Date

- Seal & Signature on all pages
- Firm TBPE Registration Number
- Name of Project
- Address of Project
- Project Location
- Site Plan
- Drainage Plan
- Utility Plan
- ESC Plan and/or SWPPP
- Landscape Plan
- Public Improvements Accepted

Site Plan:

- Seal & Signature
- Lot & block number
- Platted Boundaries
- Scale & north arrow
- Current zoning
- All setbacks
- Typical Parking Space Dimensions
- Parking Calculations
- Garbage dumpster location with a concrete pad
- Total area of lot and building
- All easements on the lot
- Location of curbs
- Location of storm sewers
- Location of on-premise signs
- Location of light-poles
- Location of adjacent street and public right-of-way lines
- Location of edge of roadway
- Parking layout
- Finished floor elevations
- City topographic contours
- Name, address, and phone number of the those responsible for project
- Sidewalks
- Drive Aisle Dimensions
- Driveway Spacing and Dimensions
- Driveway Radius Dimensions
- Fire lane locations and markings
- Fire Department turn-around
- Screening
- Bufferyards/Zoning

- Handicaps Spaces
- Retaining Walls

Drainage Plan:

- Seal & Signature
- Existing Hydrology
- Proposed Hydrology
- Drainage sub-areas
- Pipe Slopes
- Inlets
- Post-Construction Stormwater BMPs

Utility Plan:

- Seal & Signature
- Overall Layout
- City Tap or 3-way contract proposed
- Taps in TxDOT ROW
- Fireline DDC Vault located properly
- Correct Valve Placements
- Manholes necessary or not?
- Proper slope on sewer service
- Sewer Tap Correct
- Water Tap Correct
- Fire Hydrant Presence & Spacing
- Yes No TxDOT Permit Required
- Yes No County Permit Required

Misc:

- Existing Easements
- Platted Subdivision
- Zoning Appropriate
- Floodplain & Floodway present
- For Curb & Gutter Construction due to Substandard Street, is proposed curb & gutter straight with ROW? Are dimensions shown appropriately?
- Yes No Traffic Impact Analysis Required

SUBDIVISION CHECKLIST

Date: _____

Assign Inspector

Zoning

Cover Page:

- Seal & Signature on all pages
- Project Title
- Contract Number
- Developer of Project
- Project Location
- City Departments
- Index of Sheets
- Yes No Traffic Impact Analysis Req'd

Final Plat:

Up-to-date Final Plat

Utility Plans:

- Overall Utility Plan
- Water & Sewer Profiles.
- Water & Sewer on correct side of ROW.
- Water & Sewer separation per TCEQ & city code
- Sewer Crossings with pressure pipe & proper clearance under water.
- Sewer & Water Crossings under drainage structures, pipes & channels; note clearances & pipe materials at crossings.
- Valve locations depicted as necessary for Water; per Design Guidelines
- Fire Hydrant spacing & locations as required and necessary
- Water & Sewer taps shown
- Water meters noted 3' back of curb
- Water line depth noted
- Sewer line depth noted
- Blow-off & ARVB as required for lines 12" & larger Per Design Guidelines
- Water lines 12" or greater to be on grade
- 8" Minimum Water & Sewer
- Manhole Spacing no more than 400' (greater for larger pipes?)
- Water & Sewer Detail Sheets
- Check Master Plans for Water & Sewer.
- Check for correct scale
- TxDOT or County Permits required?
- NGS Datum Required
- Benchmark Descript & Elev each sheet

Drainage Plan:

- Overall Drainage Plan
- Existing Hydrology
- Proposed Hydrology
- Drainage sub-areas & acreage
- Pipe Slopes
- Inlets on plan & profile; TxDOT Detail
- Pipe material noted
- Inlets match those in hydrology
- RCP within ROW
- HGLs within pipes & channels
- Velocity at end of steeply sloped pipes & ditches discharging into channels.
- Check for adequate conveyance downstream for drainage capacity.
- City of Tyler standard details.
- Embedment Detail

Roadway Plan & Profile:

- Seal & Signatures
- Overall Layout Depicted
- Roadway & ROW dimensions.
- Intersection offset (200 feet minimum).
- Radii at intersections and drives.
- Angle of intersection of streets at intersections.
- Roadway Typical Cross-Section
- Roadway grades, check per city Design Guidelines.
- K values per city Design Guidelines.
- Sidewalks if required.
- Cul-de-sac lengths per ordinance.
- Cul-de-sac minimum diameter.
- Temporary cul-de-sac or turn-arounds as required, for dead-end streets.
- Flow arrows in gutter as required by city Design Guidelines
- Pavement Design
- Drainage from TxDOT or County Roadway usually not allowed on subdivision streets. May need valley gutter or inlets.
- Check vertical & horizontal site distances at intersections.
- Detail for patching roadway
- Check for correct scale
- City of Tyler standard details.