

Item No.		GENERAL PROJECT COMPLETENESS CHECKLIST			
		Provided By Applicant	Not Required	Comments	City Staff Concurrence
<b>1</b>	<b>ENGINEERING DOCUMENTS</b>				
2	List of Approved Waivers from City Ordinances and/or Design Criteria				
3	List of Requested Waivers from City Ordinances and/or Design Criteria That Have Not Been Granted				
4	Memo Describing How the Project Meets the Complete Streets Policy				
5	Documentation Indicating Existing Fire Flows				
6	Response Letter to Comments on Previous Submittal				
7	Site Development Construction Plans				
8	Anticipated Trips per Day Generated by the Development				
9	Traffic Impact Analysis (TIA)				
10	Geotechnical Report				
11	Downstream Drainage Assessment Report				
12	Flood Study				
13	Groundwater Availability Report				
<b>14</b>	<b>SITE DEVELOPMENT PERMIT</b>				
15	Permit Application and Fee				
16	Approved Preliminary Plat				
16	Approved Engineering Documents				
17	Approved Tree Preservation Plan				
17	Paper Copies of Approved Plans as Required by the City				
18	Copies of Executed Contract for Construction of all Public Improvements and 4% Inspection Fee				
19	Hold a Pre-construction Conference				
<b>20</b>	<b>GRADING PERMIT</b>				
21	Permit Application and Fee				
22	Approved Preliminary Plat				
23	Approved Grading Plan				
24	Approved Drainage Plan				
25	Approved Tree Preservation Plan				
26	Approved Erosion Control Plan				
27	Paper Copies of Approved Plans as Required by the City				
28	Copies of Executed Contract for Construction of all Public Improvements and 4% Inspection Fee				
29	Hold a Pre-construction Conference				
<b>30</b>	<b>ACCEPTANCE OF PUBLIC FACILITIES</b>				
31	Complete Improvements in Accordance with Approved Engineering Documents				
32	Submit Maintenance Bond				
33	Submit Record Drawings				
<b>REFERENCES</b>	WMC-City of Weatherford Municipal Code				
	EDCM-Engineering Design and Construction Manual				
	•See following sheet for procedure and applicant signature (to be submitted with checklist)				
	•Attach additional pages for additional comments as necessary.				



ENGINEERING DIVISION

## ***ENGINEERING PROJECT COMPLETENESS CHECKLIST***

In order to complete the review of engineering documents required for development, all necessary information must be submitted to the Department of Development and Neighborhood Services. The enclosed checklist includes typical engineering documents necessary for development. Below is a brief description of each item that is typically required for engineering review. Please refer to the appropriate Ordinance and design criteria for additional information.

After the applicant has reviewed the City's Ordinances and design criteria, the enclosed checklist shall be completed and submitted with appropriate permit application. Each item on the check list shall be acknowledge as provided by the applicant or not required. If an item is acknowledged as not required, a comment shall be provided stating why the item is not required.

When the application and checklist is received by the Department of Development and Neighborhood Services, City staff will perform a completeness review of the application within ten (10) business days. If City staff determines that any required item is missing, the application will be determined to be incomplete and returned to the applicant.

*Acknowledgement Statement: I hereby certify that I have read and examined this document and know the same to be true and correct. I acknowledge and certify that I have reviewed the appropriate City Ordinances and design criteria and completed the enclosed checklist. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The completion of this checklist does not presume to give authority to violate or cancel the provisions of any other state or local law, ordinance, or regulation. The issuance of a permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.*

Printed Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ***Description of Typical Engineering Documents***

#### ***1. List of Approved Waivers from City Ordinances and/or Design Criteria***

A concise list of waivers from Ordinance and/or design criteria requirements that have been granted, including references to Ordinance or design criteria sections and the body or staff that authorized the approval.

#### ***2. List of Requested Waivers from City Ordinances and/or Design Criteria***

A concise list of additional waivers from Ordinance and/or design criteria requirements that are requested that have not been granted, including references to Ordinance or design criteria sections.

#### ***3. Memo Describing How the Project Meets the Complete Streets Policy***

A brief report documenting how the project meets the requirements and intent of the City's Complete Streets Policy.

*4. Documentation Indicating Existing Fire Flows*

A report or memo that includes information regarding the existing fire flows that will be provided with the existing water system in the area. If there are deficiencies with regard to meeting the required fire flow, the engineer shall document what is required to correct those deficiencies.

*5. Response Letter to Comments on Previous Submittal*

A letter or memo providing a response to each comment provided on the previous submittal. If a comment was not addressed, the engineer or applicant shall provide justification as to why the comment was not addressed.

*6. Site Development Construction Plans*

A complete set of plans prepared by a professional engineer, licensed in the State of Texas, for the construction of public and/or private site improvements. The plans shall meet the requirements of the City of Weatherford Technical Construction Standards and Specifications (TCSS).

*7. Anticipated Trips Per Day Generated by the Development*

Daily trips that are anticipated to be generated by the development as determined by using the Institute of Transportation Engineers (ITE) manual or other method approved by the City Engineer.

*8. Traffic Impact Analysis (TIA)*

A report documenting the impacts to the City's roadway system due to the increased traffic from the proposed development. A TIA is required for developments that include 50 or more dwelling units or generate more than 500 trips per day. Refer to the City's Subdivision Ordinance and TCSS for more information. The report shall be prepared by a professional engineer licensed in the State of Texas.

*9. Geotechnical Report*

A report that documents the conditions of the soil within the development and provides recommendations for retaining wall design, street pavement and subgrade preparation. This report may be deferred until after the site is graded to provide additional analysis of the proposed conditions. The report shall be prepared by a professional engineer licensed in the State of Texas.

*10. Downstream Drainage Assessment Report*

A report that documents the drainage impacts due to increased storm water runoff caused by a development. This report is required for any development that proposes 5,000 or more square feet of additional impervious surfaces. Refer to the City's Stormwater Design Criteria Manual for more information. The report shall be prepared by a professional engineer licensed in the State of Texas.

*11. Flood Study*

A report that documents the impacts to special flood hazard areas (SFHA) as determined by the Federal Emergency Management Agency (FEMA), within and/or adjacent to the development. Refer to the City's Stormwater Design Criteria Manual and Title 13-Flood Damage Prevention of the City's Municipal Code for more information. The report shall be prepared by a professional engineer licensed in the State of Texas.

*12. Groundwater Availability Report*

A report that documents the availability of groundwater for developments not served by surface water systems. This report is required for developments that propose ten or more lots to be served by individual wells, commercial wells or community wells. The report shall be prepared by a professional engineer licensed in the State of Texas.