



# Tarrant County | Engineering Plan Form and Checklist

100 E Weatherford Street, Suite 401 | Fort Worth, TX 76196 | 817-884-1250 | www.tarrantcountytx.gov

## ENGINEERING PLAN APPLICATION FORM

### Project Scope

Subdivision (without new roads)  # of Lots: \_\_\_\_\_ Commercial

Subdivision (with new roads)  # of Lots: \_\_\_\_\_ Other: \_\_\_\_\_

### Property Information

Subdivision Name: \_\_\_\_\_ Site Address/General Location: \_\_\_\_\_

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

Proposed Use of Property: \_\_\_\_\_ Acres: \_\_\_\_\_ Lots: \_\_\_\_\_

Current Water Provider: \_\_\_\_\_ Waterline Size: \_\_\_\_\_

### Applicant & Owner Information

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

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

Main Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

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

Main Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- I will represent the application myself; or
- I hereby designate the above applicant to act as my agent for the submittal, processing, representation, and/or presentation of this application. The designee shall be the primary contact person for this application.

\_\_\_\_\_  
Applicant's Name (Printed)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date



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## ENGINEERING PLAN REVIEW CHECKLIST

Note: Incomplete submittals will not be accepted. The information submitted for the items listed below must be clear and legible.

### First Plan Submittal Requirements

No.	Applicant	Staff	Requirement
1.	<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed application.
2.	<input type="checkbox"/>	<input type="checkbox"/>	One complete electronic copy of the Site Plan.

Additional submittals and fees may be required after initial review. Staff will contact the applicant if additional submittals and/or fees are required.

### Site Plan Sheet Requirements

No.	Applicant	Staff	Requirement
1.	<input type="checkbox"/>	<input type="checkbox"/>	Property location, existing roads, proposed subdivision lot lines, lot sizes, and road frontage lengths are shown.
2.	<input type="checkbox"/>	<input type="checkbox"/>	Existing drainage structures/facilities (ponds, culverts, dams, etc.) shown.
3.	<input type="checkbox"/>	<input type="checkbox"/>	Any other necessary information for a complete engineering review included.
4.	<input type="checkbox"/>	<input type="checkbox"/>	For Subdivisions which include detention facilities, the following notes shall be included on the Site Plan and in the restrictive covenants for the Subdivision: <ul style="list-style-type: none"> <li>1. The Owner(s) of the Lot(s), parcel(s), or property(s) encompassing the Detention Pond are responsible for all maintenance of the facility.</li> <li>2. Detention Pond shall be mowed at least twice per year or more frequently when needed to control weeds and inhibit woody growth.</li> <li>3. Debris, litter, and sediment shall be removed from all culverts and outfall structures at least twice per year and after each storm event with more than two (2) inches of rainfall in a twenty-four (24) hour period, with particular attention given to the removal of debris, litter, and sediment around outlet structures, trash racks, and pilot channels.</li> </ul>



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## Civil Plan Sheet Requirements

No.	Applicant	Staff	Requirement
<b>All Civil Plan Sheets</b>			
1.	<input type="checkbox"/>	<input type="checkbox"/>	Title block with engineering firm information, registration number, engineer's seal, sheet title, and page numbers clearly shown.
2.	<input type="checkbox"/>	<input type="checkbox"/>	Minimum of two benchmarks on all pertinent sheets.
3.	<input type="checkbox"/>	<input type="checkbox"/>	The north arrow and scale are clearly shown on all plan sheets.
4.	<input type="checkbox"/>	<input type="checkbox"/>	Legend (relevant to each sheet) showing all special symbols, line types, and hatch used.
5.	<input type="checkbox"/>	<input type="checkbox"/>	Street names labeled on all existing, proposed, and future streets.
6.	<input type="checkbox"/>	<input type="checkbox"/>	Lot and block numbers and/or ownership information, shown for all lots.
7.	<input type="checkbox"/>	<input type="checkbox"/>	Caution notes are shown when working next to any existing utilities (public and franchise).
	<input type="checkbox"/>	<input type="checkbox"/>	The application is organized in the following manner: <ul style="list-style-type: none"> <li>• Cover Sheet</li> <li>• Site Plan</li> <li>• Erosion Control Plan</li> <li>• Grading Plan</li> <li>• Drainage Plan</li> <li>• Water Plan</li> <li>• Paving Plan</li> <li>• Signage Plan</li> <li>• Traffic Control Plan (if required)</li> <li>• Standard Construction Details</li> </ul>
<b>Erosion Control Plan</b>			
1.	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed contours are clearly shown/labeled.
2.	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed channels shown.
3.	<input type="checkbox"/>	<input type="checkbox"/>	List the total disturbed acreage, including offsite, and delineate limits of construction.
4.	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate BMPs used and identified.
5.	<input type="checkbox"/>	<input type="checkbox"/>	BMP details provided.
6.	<input type="checkbox"/>	<input type="checkbox"/>	Stockpile area and batch plant areas are shown and labeled.
7.	<input type="checkbox"/>	<input type="checkbox"/>	Areas to be sodded or seeded are shown and specified with permanent perennial vegetation.
8.	<input type="checkbox"/>	<input type="checkbox"/>	Areas of permanent erosion control (other than vegetation) clearly shown.
9.	<input type="checkbox"/>	<input type="checkbox"/>	SWPPP and NOI submitted and approved, as required.
<b>Grading Plan</b>			
1.	<input type="checkbox"/>	<input type="checkbox"/>	Both onsite and offsite existing/proposed contours are shown clearly labeled.
2.	<input type="checkbox"/>	<input type="checkbox"/>	Drainage clarified by flow arrows, high points, sags, ridges, and valley gutters.



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No.	Applicant	Staff	Requirement
3.	<input type="checkbox"/>	<input type="checkbox"/>	Minimum finished floor elevations shown adjacent to floodplains, ponds, creeks/channels, etc.
4.	<input type="checkbox"/>	<input type="checkbox"/>	Cross sections and flow data for all swales and open channels provided.
5.	<input type="checkbox"/>	<input type="checkbox"/>	Typical lot grading plans used.

## Drainage Plan

1.	<input type="checkbox"/>	<input type="checkbox"/>	Existing/proposed contours are clearly shown for the entire drainage basin, both onsite and offsite. Aerial topography or similar is acceptable for offsite areas with major contour labels shown.
2.	<input type="checkbox"/>	<input type="checkbox"/>	Existing/proposed drainage areas delineated and labeled.
3.	<input type="checkbox"/>	<input type="checkbox"/>	Flow arrows for surface drainage are shown.
4.	<input type="checkbox"/>	<input type="checkbox"/>	Existing/ proposed drainage structures/facilities (including open channels) shown with design and check flows and velocities.
5.	<input type="checkbox"/>	<input type="checkbox"/>	Outlet designation labels shown with existing/proposed design flows and velocities.
6.	<input type="checkbox"/>	<input type="checkbox"/>	Existing/proposed drainage easements shown and labeled.
7.	<input type="checkbox"/>	<input type="checkbox"/>	Existing/proposed peak runoff computations shown.
8.	<input type="checkbox"/>	<input type="checkbox"/>	Existing/proposed time of concentration and weighted runoff coefficient calculations shown as needed.
9.	<input type="checkbox"/>	<input type="checkbox"/>	Existing/ proposed 100-year floodplains delineated.
10.	<input type="checkbox"/>	<input type="checkbox"/>	List proposed total site impervious area (Commercial Projects).
11.	<input type="checkbox"/>	<input type="checkbox"/>	Driveway culvert sizes for each proposed lot are shown.
12.	<input type="checkbox"/>	<input type="checkbox"/>	Detention pond shown and labeled.

## Storm Drain Plan (as needed)

### Plan View

1.	<input type="checkbox"/>	<input type="checkbox"/>	Show and label all existing and proposed utilities.
2.	<input type="checkbox"/>	<input type="checkbox"/>	Dimension location/spacing of utilities.
3.	<input type="checkbox"/>	<input type="checkbox"/>	Label inlet type, inlet block-outs, size, paving station, and top of curb elevation at a minimum.
4.	<input type="checkbox"/>	<input type="checkbox"/>	Label type and size of existing/proposed structures (i.e., headwalls, manholes/junction boxes).
5.	<input type="checkbox"/>	<input type="checkbox"/>	Label type, size, and dimensions of all permanent outfall erosion protection.
6.	<input type="checkbox"/>	<input type="checkbox"/>	Show centerline stationing for pipe with PC & PT stations and curve data.
7.	<input type="checkbox"/>	<input type="checkbox"/>	Label centerline stations for lateral connections, manhole and junction box locations, pipe size changes, headwalls, and future stub-out connections.
8.	<input type="checkbox"/>	<input type="checkbox"/>	Design gutter flows and bypass shown at each inlet along public streets and fire lanes.
9.	<input type="checkbox"/>	<input type="checkbox"/>	100-year floodplain shown.



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No.	Applicant	Staff	Requirement
10.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Provide applicable construction details for all drainage structures.</i>
<b>Profile View</b>			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Existing and proposed ground lines at the centerline of pipes are shown and labeled correctly.</i>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Show all hydraulic data, including design flow, full flow capacity, friction slope, velocity, and velocity head. For partial flow conditions, show design flow, full flow capacity, normal depth, normal velocity, and velocity head.</i>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Label station and flowline elevation information for all structures, crossings, laterals, etc.</i>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Label flowlines at every 50-foot station.</i>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Indicate the length, type/class, slope, and size of all storm pipes.</i>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Show and label design and check flow HGL, label HGL elevations at all junctions.</i>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<i>All utility crossings and parallel sewer lines are shown in profile.</i>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<i>100-year WSE shown at outfall for ponds, creeks, and channels.</i>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Open channel cross section shown with all hydraulic data.</i>
<b>Water Plan</b>			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Approved by water provider.</i>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Show water line notes.</i>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Show fire hydrant locations.</i>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Include appropriate legend for clarification.</i>
<b>Paving Plan</b>			
<b>Plan View</b>			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Site-specific geotechnical evaluation and concrete mix design submitted with plans for all new roads.</i>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Typical road section details shown (fire lane, parking areas, streets, subgrade, etc.).</i>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Centerline stationing at every 100 feet; project beginning/end, PCs, PTs, and curve data labeled.</i>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Label ROW, pavement, and parkway widths.</i>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Identify existing utilities in ROW.</i>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Show cul-de-sac radii (ROW and paved portion)</i>
<b>Profile View</b>			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Existing ground line for left, right, and center or ROW shown.</i>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Pavement elevations labeled at every 50-foot station.</i>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Vertical curve stationing and elevations, including PVC, PVI, PVT, crest/sag location, curve length, algebraic grade difference, and "K" values shown at a minimum.</i>



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No.	Applicant	Staff	Requirement
4.	<input type="checkbox"/>	<input type="checkbox"/>	Road grades shown to the nearest 0.01 feet.
5.	<input type="checkbox"/>	<input type="checkbox"/>	Show "compacted fill" callout/note for all areas of fill.
6.	<input type="checkbox"/>	<input type="checkbox"/>	Show left and right ditch flowlines (one profile will suffice if they are the same).
7.	<input type="checkbox"/>	<input type="checkbox"/>	Show road crossing culverts.

## Signage Plan

1.	<input type="checkbox"/>	<input type="checkbox"/>	Show all stop signs and traffic-related signage locations.
2.	<input type="checkbox"/>	<input type="checkbox"/>	Verification of fire hydrant placement relative to stop signs (3-foot clear zone).
3.	<input type="checkbox"/>	<input type="checkbox"/>	Include appropriate legend for clarification.

## Traffic Control Plan (as needed)

1.	<input type="checkbox"/>	<input type="checkbox"/>	TxDOT standard or site-specific traffic control plan provided if needed.
2.	<input type="checkbox"/>	<input type="checkbox"/>	Indicate posted speed limit or design speed, and include a table with taper lengths, channelizing device/sign spacing.
3.	<input type="checkbox"/>	<input type="checkbox"/>	Show all sign designations, sign graphics, and sign sizes.
4.	<input type="checkbox"/>	<input type="checkbox"/>	Show channelization device type, locations, and spacing.
5.	<input type="checkbox"/>	<input type="checkbox"/>	Show all traffic barricades and indicate type.
6.	<input type="checkbox"/>	<input type="checkbox"/>	Show all detour routes and detour signage.
7.	<input type="checkbox"/>	<input type="checkbox"/>	Show flagger locations where applicable.
8.	<input type="checkbox"/>	<input type="checkbox"/>	Show message boards with text for two phases.
9.	<input type="checkbox"/>	<input type="checkbox"/>	Show flashing arrow boards where applicable.