



Ellis County Engineering Department
109 S. Jackson Street
Waxahachie, Texas 75165
972 825-5112
Engineering@co.ellis.tx.us

Received by: _____

Fees: _____

Parcel ID: _____

Complete Application: Yes No

PROJECT SCOPE

- Subdivision (without new roads) _____ lots Commercial development
- Subdivision (with new roads) _____ lots Other _____

Subdivision or Development Name: _____

SUBMITTAL CHECKLIST

DUE TO HIGH SUBMITTAL VOLUMES AND THE DEPARTMENT’S CONTINUED EFFORTS TO PROVIDE THE VERY BEST CUSTOMER SERVICE TO ALL OF OUR APPLICANTS, INCOMPLETE SUBMITTALS CANNOT BE ACCEPTED IF ALL ITEMS LISTED BELOW ARE NOT INCLUDED AND INITIALED.

First Plan Submittal Requirements (Subdivisions without new roads)

- Completed and signed application.
- One complete electronic copy of the site plan to Engineering.
- Submittals not meeting the above requirements may be returned without review and marked **“INCOMPLETE.”**

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

First Plan Submittal Requirements (Subdivisions with new roads and/or Commercial Developments)

- Completed and signed application as well as the application fee paid in full.
- One complete electronic copy of the civil plans to Engineering and one to Fire Marshal. Two Hard copies of the civil plans to Engineering.
- Submittals not meeting the above requirements may be returned without review and marked **“INCOMPLETE.”**

Requirements for Initial Site Plan

- One site map showing the property location, existing roads, proposed subdivision lot lines, lot sizes, and road frontage lengths.
- Show any existing drainage structures / facilities (ponds, culverts, dams, etc.).
- Any other necessary information for a complete engineering review.

Requirements for all Civil Plan Sheets

- Title block with engineering firm information, registration number, engineer’s seal, sheet title, and page numbers clearly shown.
- A minimum of two benchmarks are required on all pertinent sheets.
- North Arrow and scale clearly shown on each plan sheet.
- Legend (relevant to each sheet) showing all special symbols, line types and hatch used.
- Street names labeled on all existing, proposed, and future streets.
- Lot & Block numbers and/or ownership info shown for all lots.
- Caution notes shown when working next to any existing utilities (public and franchise).

ENGINEERING PLAN REVIEW APPLICATION





PROPERTY INFORMATION

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: (No PO BOX) _____ City/State: _____ ZIP: _____

Main Phone: _____ Email: _____

Property Owner: _____

Mailing Address (No PO BOX): _____ City/State: _____ ZIP: _____

Main Phone: _____ Email: _____

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

STATEMENT OF ACKNOWLEDGEMENT

I, the undersigned, _____ hereby certify that I have reviewed the Engineering Plan Submittal Process Packet, and that this information provided herein is correct and complete to the best of my knowledge. Furthermore, I hereby acknowledge that I have reviewed a copy of the Ellis County Quality Growth Initiatives—Volume I, II, and III and the Ellis County Septic Order and am familiar with their contents. I am aware that these rules and regulations require all roads, streets, and other improvements within the subdivision are to be completed according to the specifications outline in the Ellis County Quality Growth Initiatives—Volume I, II, and III and the Ellis County Septic Order.



OWNER'S SIGNATURE

I hereby certify that I am the owner of the property and certify that the information provided within this application is true and correct. By signing below, I agree that Ellis County is authorized and permitted to provide information contained within this application, including the email address, to the public and in response to a Public Information Request.

Owner Printed Name

Owner Signature

Date



ORDER OF SHEETS

1. Cover Sheet
2. Approved Site Plan (commercial projects; approved from Fire Marshall's Office)
3. Erosion Control Plan
4. Grading Plan
5. Existing Drainage Area Map
6. Proposed Drainage Plans
7. Water Plan
8. Paving Plan
9. Signage Plan
10. Traffic Control Plan (if required)
11. Standard Construction Details

EROSION CONTROL PLAN:

- Existing and proposed contours clearly shown/labeled.
- Existing and proposed channels shown.
- List the total disturbed acreage including offsite and delineate limits of construction.
- Appropriate BMP's used and identified.
- BMP details provided, should be per current NCTCOG/iSWM standards dated April 2010 or later.
- Stockpile area and batch plant areas shown and labeled.
- Areas to be sodded or seeded shown and specified with permanent perennial vegetation.
- Areas of permanent erosion control (other than vegetation) clearly shown.

GRADING PLAN:

- Both onsite and offsite existing/proposed contours shown clearly labeled.
- Date and name of firm who prepared geotechnical report with corresponding note stating: "Work shall be done in accordance with the Geotechnical Report by _____, dated _____."
- Drainage clarified by flow arrows, high points, sags, ridges, and valley gutters.
- Minimum finished floor elevations shown adjacent to floodplains, ponds, creeks/channels, etc.
- Cross-sections and flow data for all swales and open channels provided.
- Typical lot grading plans

EXISTING DRAINAGE AREA MAP:

- Existing contours clearly shown for entire drainage basin, both onsite and offsite. Aerial topography or similar is acceptable for offsite areas with major contour labels shown.
- Drainage areas delineated and labeled.
- Flow arrows for surface drainage shown.
- Existing drainage structures / facilities shown with existing Q25, Q100, Qcap, V25, and V100.
- Outlet designation labels shown.
- Existing drainage easements shown and labeled.
- Hydrologic Peak Runoff Rate Computation Table shown rounded to two decimal places.
- Time of concentration and weighted runoff coefficient calculations shown as needed.
- Existing FEMA 100-yr floodplain delineated.

**PROPOSED DRAINAGE AREA PLAN:**

- Existing contours clearly shown for entire drainage basin, both onsite and offsite. Aerial topography or similar is acceptable for offsite areas with major contour labels shown.
- Drainage areas and sub areas delineated and labeled.
- Flow arrows for surface drainage shown.
- Existing and proposed channels shown with hydrologic and hydraulic calculations.
- Outlet designation labels shown with proposed Q5, Q10, Q25, Q100, Qcap, and V100.
- Detention pond shown and labeled drainage easements shown and labeled.
- Hydrologic Peak Runoff Rate Computation Table shown rounded to two decimal places.
- Time of concentration and weighted runoff coefficient calculations shown as needed.
- List the total site impervious area (ft² of all paving, roof areas, etc.) – Commercial Projects.
- FEMA 100-yr floodplain, and Fully Developed 100-yr floodplain delineated (if required).
- Driveway culvert sizes for each proposed lot (minimum 18" cmp or rcp)
- Flood Prevention Sites (NRCS structures) and easements as needed.

DETENTION/RETENTION POND DESIGN AND HYDRAULIC CALCULATIONS

- Detention/retention pond design calculations shown, method used specified.
- Provide pond volume sizing calculations and/or computation table.
- Provide stage-discharge table and/or curve information.
- Provide weir and/or orifice sizing calculations for outfall structure.
- Cross-section of pond including side slopes, normal pool elevation (if applicable), show 5-yr, 10-yr, 25-yr, and 100-yr WSE, .
- Detail of pond outfall structure showing all elevations, as necessary.
- Overflow spillway location and design information provided. (as needed)
- Show and label all existing/proposed utilities and easements.

STORM DRAIN PLAN (AS NEEDED)**Plan View**

- Show and label all existing and proposed utilities.
- Dimension location/spacing of utilities.
- Label inlet type, inlet block-outs, size, paving station, and top of curb elevation at a minimum.
- Label type and size of existing/proposed structures (i.e. headwalls, manholes/junction boxes).
- Label type, size and dimensions of all permanent outfall erosion protection.
- Show centerline stationing for pipe with PC & PT stations and curve data.
- Label centerline stations for lateral connections, manhole & junction box locations, pipe size changes, head walls, and future stub out connections.
- 100-yr gutter flows and bypass shown at each inlet along public streets and fire lanes.
- FEMA 100-yr floodplain shown.
- Provide applicable construction details for all drainage structures.

Profile View

- Existing and proposed ground line at centerline of pipe shown and labeled correctly.
- 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.
- Label station and flowline elevation information for all structures, crossings, laterals, etc.



- Label flowlines at every 50 foot station
- Indicate length, type/class, slope and size of all storm pipes.
- Show and label 100-yr and/or 10-yr HGL, label HGL elevations at all junctions.
- All utility crossings and parallel sewer lines shown in profile.
- 100-yr WSE shown at outfall for ponds, creeks and channels.
- Open channels shall also include a typical cross section with all hydraulic data.

WATER PLAN

- Shall be approved by water provider.
- Show water line notes.
- Show fire hydrant locations.
- If symbols used in plan, include appropriate legend for clarification.

PAVING PLAN**Plan View**

- For all new roads, a site specific geotechnical evaluation and concrete mix design submitted with plans.
- Typical road section details shown (fire lane, parking areas, streets, subgrade, etc).
- For roads, centerline stationing at every 100', PC's, PT's, and curve data labeled.
- Show culdesac radii (ROW and paved portion)

Profile View

- Existing ground line for left, right, and center of right-of-way shown.
- Pavement elevations labeled at every 50 foot stations.
- Vertical Curve stationing and elevations including PVC, PVI, PVT, crest/sag location, curve length, algebraic grade difference, and "K" values shown at a minimum.
- Road grades shown to the nearest 0.01'.
- Show "compacted fill" callout/note for all areas of fill.
- Show left and right ditch flowlines (one profile will suffice if they are the same)
- Show road crossing culverts

SIGNAGE PLAN

- Show all stop signs and traffic related signage locations.
- Verification of fire hydrant placement relative to stop signs (3' clear zone).
- If symbols used in plan, include appropriate legend for clarification.

TRAFFIC CONTROL PLAN (AS NEEDED)

- Design site specific traffic control plan, TxDOT standard alone is inadequate.
- Indicate posted speed limit or design speed.
- Show all sign designation, sign graphic, and sign size.
- Show channelization device type, locations, and spacing.
- Show all traffic barricades and indicate type.
- Show all detour routes and detour signage.
- Show flagger locations, where applicable.
- Show message boards with text for two phases.
- Show flashing arrow boards, where applicable.



PROJECT NAME: _____

CONSTRUCTION/UTILITY SUBCONTRACTOR CONTACT INFORMATION:

(Completed and submitted prior to the Pre-Construction meeting)

Please provide the company name, address, phone number and contact person information for all construction subcontractors used on this project as soon as available.

NOTE: This below table must be completed and submitted prior to the request for a Pre-Construction meeting.

	Excavation/Grading Contractor	Paving Contractor	Water/ Utility Contractor	Erosion Control Contractor	Concrete Provider
Name					
Address					
Phone No.					
Email:					
Field Contact:					
Method of Pouring Concrete					
Testing Lab					

I understand that before starting earthwork, excavation, or grading, an electronic copy of the Storm Water Pollution Prevention Plan (SWPPP) and the Notice of Intent (NOI) must be submitted, reviewed and approved by the Engineering Department.

Applicant Name: _____ **Signature:** _____ **Date:** _____

Owner Name: _____ **Signature:** _____ **Date:** _____