



## PLATTING APPLICATION

- Select Application Type:
- |                                                            |                                                                                                        |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Preliminary Plat (PP)             | <input type="checkbox"/> Final Plat (FP)                                                               |
| <input type="checkbox"/> Minor Plat (MP)                   | <input type="checkbox"/> Amended Plat (AP)                                                             |
| <input type="checkbox"/> Development Plat (DP)             | <input type="checkbox"/> Plat Vacation (PV)                                                            |
| <input type="checkbox"/> Replat (RP) (with a PV)           | <input type="checkbox"/> Replat (w/o PV: SF or 2F zoning)                                              |
| <input type="checkbox"/> Replat (w/o PV: all other zoning) | <input type="checkbox"/> Screen Wall/Landscape Plan<br>(if required w/PP per Subdivision Ord-Sec. 5.7) |

The following items shall be included in the application submittal:

- Signed and completed Application form;
- Completed Checklist form with all required checklist items;
- Applicable fee(s), see Fee Schedule;
- Endorsement from the applicable water utility (per CCN area, if not the City); and
- Include Ellis County's Waiver of "Takings Impact Assessment" (TIA) form, if ETJ plat.

**General Location of Property:**

Site Address: \_\_\_\_\_

Parcel ID No(s): \_\_\_\_\_

Total Area (acres): \_\_\_\_\_

No. Lots Proposed: \_\_\_\_\_

No. Dwelling Units: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Lot(s): \_\_\_\_\_

Block(s): \_\_\_\_\_

Is Property in FEMA Designated Floodplain? (circle one)

Yes

No

Type of Development: \_\_\_\_\_

Development Name: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

**\*\*\* CITY TO COMPLETE ITEMS 1-6 BELOW AT TIME OF SUBMITTAL \*\*\***

1) Case Number: \_\_\_\_\_

2) Application Cycle Date: \_\_\_\_\_

3) P&Z Date (tentative): \_\_\_\_\_

4) City Council Date (tentative): \_\_\_\_\_

5) Current Zoning of Property: \_\_\_\_\_

6) Current Use of Property: \_\_\_\_\_



**Applicant (Agent):** \_\_\_\_\_ Company: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ Company: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner's Signature:** \_\_\_\_\_  
(required unless provided below)

**The information contained on this application, to my best knowledge and belief, is true and correct. I certify that I obtained legal consent from the property owner to submit this application, either for myself as the property owner or as an agent on behalf of the property owner. I also understand that it is necessary for an agent of this application to be present at the Planning and Zoning Commission (P&Z) meeting(s) as well as City Council meeting(s).**

\_\_\_\_\_  
*Owner/Agent's Signature*

\_\_\_\_\_  
*Printed Name*

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_ known to me (or  
insert the name and character of the officer  
proved to me on the oath of \_\_\_\_\_, or through \_\_\_\_\_, to be the person whose name  
description of identity card or other document  
is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public's Signature



## PRELIMINARY PLAT CHECKLIST

**\*Case Number:** \_\_\_\_\_  
\*Entered by City Staff

**Parcel ID #:** \_\_\_\_\_

**Development Name:** \_\_\_\_\_

**Each application shall include the following 34 items:**

Applicant must check each box showing that the item was provided | City Staff will verify Items 1-5 at time of turn in, the remaining items will be verified during the technical Completeness Check review.

	Provided Y   N			Verified Y   N
		Initial submittal shall include:		
<input type="checkbox"/>	<input type="checkbox"/>	1 a. Two (2) 22"x34" Bond Sets of all Drawings; and b. CD with all Drawings (to scale) and Supporting Documents in PDF format.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2 Conceptual utility, street, and drainage plans.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3 Metes and bounds description of the proposed subdivision. Provide a word processing, e.g., Microsoft Word, text document on 8.5" x 11" paper with the subdivision closure.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4 The Conditions, Covenants and Restrictions (i.e., CCRs) and the association documents (i.e., articles of incorporation, by-laws)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5 Landscape Plan, if site will not require a Site Plan ( <i>*see last item for plan details</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6 Plat shall be drawn to a scale of 1" = 100' or 1" = 50' unless approved in advance by the City.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7 Title or name of the subdivision preceded by the words: "Preliminary Plat".	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8 Plat Prepared and sealed by a professional surveyor or engineer or a certified land planner.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9 Name, address, and telephone number of the owner, applicant, surveyor, and/or engineer.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10 Volume and page, or deed record number of the ownership deed from Ellis County Deed Records.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11 Map Standards - date of preparation, written and graphic scales, vicinity map, and north arrow.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	12 Key map, if multiple sheets are needed.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	13 Boundary line of the proposed subdivision drawn with a heavy line.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	14 Computed gross acreage of the subdivision.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	15 Property Zoning for subject site and surrounding properties. Include City limits line, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	16 Location of the subdivision with respect to a corner of the survey or tract or an original corner of the survey of which it is a part.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	17 Number each proposed lot and block. Provide the proposed number of lots and/or dwelling units.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	18 Names of adjoining subdivisions with lots and blocks shown with dashed lines and/or property owners of record for all contiguous unplatted properties (include recording information).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	19 Public sites and open spaces provided per the City's Subdivision Ordinance, Section 4.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	20 Location, dimension, description, and recording information for all existing rights-of-way (ROW), railroad ROW, easements, or other public ways on or adjacent to the property being developed.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	21 Dimensions for all lots. Gross acreage for all non-residential lots. Square footage for areas within residential areas. Approximate acreage of streets, parks, and other non-residential uses.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	22 Front, side and rear building setback lines. Visibility Easement(s), if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	23 Label structures to remain or to be demolished; labels shall include the structure's use.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	24 Sizes and flowlines of existing drainage structures, 100-year floodplain, and floodway (per FEMA).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	25 Current location, size, and type of all existing utilities within 100 feet of the site.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	26 Proposed location, size and type of water, sanitary sewer and all other proposed utilities within the site. The proposed connections to existing water mains and sanitary sewer mains shall also be shown. Proposed utilities may be provided in a separate sheet(s).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	27 Two (2) Survey Benchmarks set by site with State Plane Coord. System (Texas North Central-4202).	<input type="checkbox"/>	<input type="checkbox"/>



<input type="checkbox"/>	<input type="checkbox"/>	28 Existing two (2) interval contours referenced to NADV 88. Existing five (5) interval contours referenced to NADV 88 may be acceptable if the land is flat and there are no creeks/channels.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	29 Proposed streets, alleys, drainage ways, parks, open spaces, easements, other public areas and other rights-of-way within the subdivision. Dimensions of all easements and rights-of-way.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	30 Copy Existing of Protective Covenant, if available.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	31 Where the Preliminary Plat is part of a larger area owned by the Applicant that will be subsequently subdivided, provide a layout of the larger area showing the tentative phasing, layout of streets, blocks, drainage, water, sewerage, and other improvements for the larger area.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	32 Preliminary Storm Water Management Plan meeting the requirements of the Manual for the Design of Storm Drainage Systems shall be submitted with the Preliminary Plat.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	33 Subdivision designed per Section 3 of the Subdivision Regulation Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	34 Preliminary Plat certificates and approval block as described in the Subdivision Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	*5 The separate Landscape Plan shall include the following:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	a. Natural features including tree masses and anticipated tree loss;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	b. Floodplains, drainage ways, and creeks;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	c. Screening walls and fences (include height and type of construction);	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	d. Retaining walls, headlight screens, and service area screens (include height and type of construction);	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	e. Existing and preserved trees including location, size, and species;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	f. Landscaping materials including location and size;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	g. Proposed plant materials; and	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	h. Note to indicate type and placement of irrigation system.	<input type="checkbox"/>	<input type="checkbox"/>

**Applicant shall provide a written description for the reason any item was not provided.**

Item #: \_\_\_\_\_ Reason for Omission: \_\_\_\_\_

Item #: \_\_\_\_\_ Reason for Omission: \_\_\_\_\_

Item #: \_\_\_\_\_ Reason for Omission: \_\_\_\_\_

Item #: \_\_\_\_\_ Reason for Omission: \_\_\_\_\_

Item #: \_\_\_\_\_ Reason for Omission: \_\_\_\_\_

The subdivider shall prepare a preliminary plat and preliminary construction information of the subdivision and other supplementary materials, as specified. The preliminary plat shall be submitted to the City with the appropriate filing fee and with a written application form. The application shall include preliminary construction information, including any drawings and documentation necessary to give the City a clear understanding of how the site will generally be served by required public services and facilities (e.g., water, sewer, roadway access, etc.). The application shall be signed by the record owner of the property if the owner is not the same as the applicant. At the time the developer files a final plat application with the City, he shall also file a certificate showing that all taxes have been paid on the property to be subdivided, and that no delinquent taxes exist against the property. The application shall contain information demonstrating that all standards of approval have been met.



## PRELIMINARY PLAT PROCEDURES

### The following process pertains to Preliminary Plat applications:

1. Pre-application meeting with Development Review Committee (DRC) Staff, not required. Contact the Planning Department at (469) 309-4290 for scheduling.
2. Applicant turns in application on one of the identified Application Dates.
  - a. Applications will not be accepted unless all required documentation and fees are provided.
  - b. The application will follow the City's Development Review Calendar in accordance with the Planning Application Cycle.
3. The Planning Department will notify the applicant of the application's completeness status on or before the tenth (10th) business day after the Application Date. The written notice will either identify the application as complete or specify the necessary documents or other information that was not provided and the date the application will expire if the documents or other information is not provided.
4. Within five (5) business days after the applicant is notified via email that the application is complete, the Planning Department will also email review comments to the applicant.
5. The applicant is required to contact the Planning Department to schedule a DRC meeting for the Wednesday afternoon subsequent to the date the comments were emailed. The applicant will identify during the DRC meeting whether the comments can or will be satisfied.
  - a. DRC meetings are scheduled in thirty (30) minute intervals.
  - b. Meetings are scheduled on the hour and half-hour starting at 1:30 p.m.
  - c. A decision will be made whether the project is ready for the tentative P&Z meeting.
  - d. In lieu of a DRC meeting, the applicant may choose to contact the Case Manager and discuss the comments to describe how each comment will be addressed.
6. Staff comments shall be addressed on or before the comment response due date.
  - a. Due date is scheduled a maximum of ten (10) business days after comments are emailed.
  - b. Comment response requires:
    - i. Revised set of all drawings, and
    - ii. A response letter describing how each comment was satisfied.
7. Applicant to present request before Planning and Zoning Commission (P&Z) [2<sup>nd</sup> & 4<sup>th</sup> Tuesday of each month at 7 p.m.] and City Council [1<sup>st</sup> & 3<sup>rd</sup> Monday of each month at 7 p.m.].
8. If approved by City Council, within thirty (30) days the applicant shall provide to the Planning Department one (1) revised plan set that incorporates any outstanding staff, P&Z, or City Council comments.
9. Once the revised plans are provided, City staff will verify all outstanding comments were satisfied.
  - a. If comments were not satisfied, then applicant will be notified to make corrections.
  - b. If all comments satisfied, applicant will be directed to provide five (5) signed, hard-copy plats.
10. The City of Waxahachie will obtain the signatures from the P&Z and City Council representatives.
11. If the plat is located within the City of Waxahachie's Extraterritorial Jurisdiction, then the drawings will be forwarded to the Ellis County Department of Development for County approval.



## FEE SCHEDULE

CONTACT PLANNING DEPARTMENT FOR FEE CALCULATION ASSISTANCE, IF NECESSARY

### Zoning, PD, or SUP Fees

<b>Zoning District Change:</b>	\$350 + \$10 per acre
<b>Planned Development (PD):</b>	\$350 + \$10 per acre
<b>PD Amendment:</b>	\$350 + \$10 per acre
<b>Site Plan Review:</b>	\$350 + \$10 per acre
<b>Specific Use Permit (SUP):</b>	\$350

### Platting Fees

<b>Preliminary Plat (PP):</b>	
Single-Family Residential (S-FR), Multi-Family Residential (M-FR), & Non-Residential (NR)	\$250 + \$10 per lot
<b>Final Plat (FP):</b>	
S-FR, M-FR, & NR	\$350 + \$5 per lot plus Plat Filing fees
<b>Development Plat (DP):</b>	
S-FR, M-FR, & NR	\$250 + \$25 per lot plus Plat Filing fees
<b>Replat (RP):</b>	
S-FR (with public hearing)	\$350 + \$5 per lot
S-FR (without public hearing), M-FR, & NR	\$200 + \$5 per lot plus Plat Filing fees
<b>Amended Plat (AP):</b>	\$250 + \$5 per lot plus Plat Filing fees
<b>Plat Vacation (PV):</b>	\$250 + \$5 per lot plus Plat Filing fees
<b>Minor Plat (MP):</b>	\$250 + \$5 per lot plus Plat Filing fees
<b>Plat Filing (at Ellis County):</b>	Subject to County Recording Fees
<b>ETJ Plats:</b>	Subject to Platting Fees Above + County Plat Fees (see Ellis Cnty. fee schedule)
<b>Infrastructure Inspection Fee:</b>	2.5 percent of total infrastructure cost
<b>Change Street Name</b> (after PP approval, for each name changed):	\$100
<b>Landscape/Irrigation Plan:</b>	\$100
<b>Park Land and Public Facility Dedication:</b>	
Park Land Dedication	Two (2) acres for each 100 dwelling units
Cash in lieu of Land	At City Council's Option: \$400/dwelling unit

### Impact Fees

Refer to City of Waxahachie Ordinance Number 2830, as amended, for Water, Wastewater, and Roadway Impact Fee regulations. Impact Fee Tables are also included in the City of Waxahachie's Code of Ordinances (Chapter 33, Article VII, Section 33-179). Impact fees are paid at the time of permit (roadway) or water meter (water and sewer) issuance.

In addition to any other fees, a \$2,500 deposit may be required at the time of submission of a PP, FP, or combination PP/FP for review by City Consultants of any facilities agreement or civil construction plans. At time of final approval, the deposit will be adjusted based on actual costs incurred by the City and an invoice for costs over \$2,500 or a refund to the extent actual costs are less than \$2,500 will be provided to the applicant.



# ENGINEER'S CHECKLIST FOR CONCEPTUAL STORM WATER MANAGEMENT PLAN

*This checklist must be provided with the Preliminary Plat application.  
Please attach additional sheets as necessary for comments and descriptions.*

## 1. Planning Concerns

- A. Have any previous drainage or watershed plans been completed in the watershed? (If yes, describe) Yes \_\_\_ No \_\_\_ N/A \_\_\_
- B. Is there any known history of flooding downstream? (If yes, describe conditions and locations) Yes \_\_\_ No \_\_\_ N/A \_\_\_
- C. Is there any known history of excessive erosion downstream? (If yes, describe conditions and locations) Yes \_\_\_ No \_\_\_ N/A \_\_\_
- D. Are there any known downstream drainage constrictions such as undersized culverts or channels? Size? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- E. Are there any FEMA 100-year floodplains which will need flood studies, CLOMRs, LOMRs, etc., for this project? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- F. Are there any known or suspected wetlands areas, mitigation areas, 404 permit areas, or other natural habitat features which require special consideration? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- G. Are there any existing dams over six feet in height which are or will be subject to TCEQ regulations? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- H. Are there any existing impoundments subject to TCEQ water rights permitting? (Livestock ponds are not exempt when converted to other uses.) Yes \_\_\_ No \_\_\_ N/A \_\_\_
- I. Are there any existing environmental concerns on the site requiring special treatment or design consideration (i.e. fuel stations, vehicle maintenance, auto recycling, illegal dump sites, outdoor material storage, loading and transfer areas, landfills, industrial facilities, etc.)? Yes \_\_\_ No \_\_\_ N/A \_\_\_

## 2. Existing Conditions Map(s) showing the following information on or adjacent to the development site:

- A. Digital ortho-photography showing project boundaries Yes \_\_\_ No \_\_\_ N/A \_\_\_
- B. Existing topography (normally 2-foot contours) Yes \_\_\_ No \_\_\_ N/A \_\_\_
- C. Soil types from USDA soil surveys and/or soil borings Yes \_\_\_ No \_\_\_ N/A \_\_\_
- D. Perennial or intermittent streams Yes \_\_\_ No \_\_\_ N/A \_\_\_
- E. Boundaries of existing predominant vegetation Yes \_\_\_ No \_\_\_ N/A \_\_\_
- F. Delineation of current FEMA floodplains and floodways Yes \_\_\_ No \_\_\_ N/A \_\_\_
- G. Locations of steep slopes (>15%) Yes \_\_\_ No \_\_\_ N/A \_\_\_
- H. Locations of wetlands and natural habitat areas if known. Yes \_\_\_ No \_\_\_ N/A \_\_\_
- I. Locations of all dams and impoundments Yes \_\_\_ No \_\_\_ N/A \_\_\_
- J. Existing paved roads, buildings, and other impervious areas Yes \_\_\_ No \_\_\_ N/A \_\_\_
- K. Environmental concerns identified in (2.H) above Yes \_\_\_ No \_\_\_ N/A \_\_\_
- L. Existing major utilities, pipelines, and easements Yes \_\_\_ No \_\_\_ N/A \_\_\_

**3. Does this development provide opportunities for Low-Impact Design?**

- A. Preserve floodplains and natural valley storage? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- B. Preserve natural streams and drainage patterns? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- C. Preserve steep slopes? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- D. Preserve trees and undisturbed natural vegetation? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- E. Preserve wetlands and other natural features? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- F. Drain runoff to pervious areas? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- G. Utilize natural drainage vs. storm drain systems? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- H. Reduce pavement and other impervious covers? Yes \_\_\_ No \_\_\_ N/A \_\_\_

**4. Conceptual analysis of hydrologic and hydraulic impacts of the proposed development:**

- A. Hydrologic analysis to determine conceptual rates of runoff, volumes, and velocities to support decisions related to flood control and erosion protection downstream. Yes \_\_\_ No \_\_\_ N/A \_\_\_
- B. Conceptual selection, location, and size of proposed storm water structural controls. Yes \_\_\_ No \_\_\_ N/A \_\_\_
- C. Conceptual limits of proposed clearing and grading. Yes \_\_\_ No \_\_\_ N/A \_\_\_

**5. Conceptual Drainage Area Map(s) showing the following information for the development site:**

- A. Conceptual street layout (scale 1"=200') Yes \_\_\_ No \_\_\_ N/A \_\_\_
- B. All off-site drainage areas with topography (reduced scale) Yes \_\_\_ No \_\_\_ N/A \_\_\_
- C. Delineation of watershed boundaries with flow arrows Yes \_\_\_ No \_\_\_ N/A \_\_\_
- D. Reference info (file number, etc.) for previous drainage studies or existing developments & drainage facilities Yes \_\_\_ No \_\_\_ N/A \_\_\_
- E. Approximate zone of influence for all outfalls Yes \_\_\_ No \_\_\_ N/A \_\_\_
- F. Downstream constrictions, flooding, or erosion locations Yes \_\_\_ No \_\_\_ N/A \_\_\_
- G. Location of proposed structural storm water controls, if any Yes \_\_\_ No \_\_\_ N/A \_\_\_

(seal)	<p>I certify that this Conceptual Storm Water Management Plan, including this checklist, required attachments, and additional comments, was prepared under my responsible supervision and that the information presented on this checklist and attachments is correct to the best of my knowledge. I also understand that an acceptance of this plan by the City does not waive any City standards or requirements unless a specific waiver request has been submitted and approved.</p> <p>Signed _____ Date _____</p> <p>Print Name: _____ PE No _____</p>
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# ENGINEER'S CHECKLIST FOR FINAL STORM WATER MANAGEMENT PLAN

*This checklist must be provided with the Construction Plans.  
Please attach additional sheets as necessary for comments and descriptions.*

**1. Changes or Modifications to Conceptual Storm Water Management Plan** (May be reprinted with changes tracked or highlighted)

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**2. Project Layout Map(s) shows the following information on or adjacent to the development site:**

- A. Digital ortho-photography showing project boundaries Yes \_\_\_ No \_\_\_ N/A \_\_\_
- B. Existing topography (normally 2-foot contours) Yes \_\_\_ No \_\_\_ N/A \_\_\_
- C. Street and lot layout Yes \_\_\_ No \_\_\_ N/A \_\_\_
- D. Benchmarks used for site control Yes \_\_\_ No \_\_\_ N/A \_\_\_
- E. Construction phasing plan, if applicable Yes \_\_\_ No \_\_\_ N/A \_\_\_
- F. Limits of proposed clearing and grading Yes \_\_\_ No \_\_\_ N/A \_\_\_
- G. Proposed dams > 6' high (Refer to TCEQ Dam Safety Requirements) Yes \_\_\_ No \_\_\_ N/A \_\_\_
- H. Proposed FEMA floodplains with flood study reference info (Refer to section 5) Yes \_\_\_ No \_\_\_ N/A \_\_\_
- I. Proposed ponds subject to TCEQ water rights permits (Refer to section 5) Yes \_\_\_ No \_\_\_ N/A \_\_\_

**3. Drainage Area Map(s) shows the following information for the development site:**

- A. Street and lot layout (scale 1"=200') Yes \_\_\_ No \_\_\_ N/A \_\_\_
- B. All off-site drainage areas with topography (reduced scale) Yes \_\_\_ No \_\_\_ N/A \_\_\_
- C. Delineation of watershed boundaries with flow arrows Yes \_\_\_ No \_\_\_ N/A \_\_\_
- D. Proposed modifications to watershed boundaries Yes \_\_\_ No \_\_\_ N/A \_\_\_
- E. File numbers for existing developments & drainage facilities Yes \_\_\_ No \_\_\_ N/A \_\_\_
- F. Zoning or Comp Plan info to document off-site land use Yes \_\_\_ No \_\_\_ N/A \_\_\_
- G. Final hydrology with supporting data & calculations for on-site existing & proposed, & off-site ultimate conditions Yes \_\_\_ No \_\_\_ N/A \_\_\_
- H. Proposed detention ponds or other storm water controls, with summary hydrology for all applicable design storms Yes \_\_\_ No \_\_\_ N/A \_\_\_
- I. Delineate entire zone of influence for all outfalls Yes \_\_\_ No \_\_\_ N/A \_\_\_
- J. Downstream constrictions, flooding, or erosion locations Yes \_\_\_ No \_\_\_ N/A \_\_\_

K. Proposed facilities with private maintenance (Maintenance Agreement and Maintenance Plan required for final) Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

**4. Drainage Area Map(s) shows the following information for the development site:**

L. Street and lot layout (scale 1"=200') Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

M. All off-site drainage areas with topography (reduced scale) Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

N. Delineation of watershed boundaries with flow arrows Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

**5. Applicable Local, State and Federal Permits (Indicate acquired or application pending)**

A. CLOMR, LOMR or LOMA Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

B. TCEQ water rights permit Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

C. 404 permit Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

D. Other: \_\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

E. Other: \_\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

**6. Determination of Adequate Outfalls and Zones of Influence:** Describe these and provide supporting methodology:

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**7. Description of Any Proposed Waiver Requests:** (for informational purposes only; all Waiver Requests must follow published procedures)

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	<p>I certify that this Final Storm Water Management Plan, including this checklist, required attachments, and additional comments, was prepared under my responsible supervision and that the information presented on this checklist and attachments is correct to the best of my knowledge. I also understand that an acceptance of this plan by the City does not waive any City standards or requirements unless a specific waiver request has been submitted and approved.</p> <p>Signed _____ Date _____</p>
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(seal)	Print Name: _____ PE No _____
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## Variance Procedure – City of Waxahachie Storm Water

Good engineering practice and practical considerations are necessary when developing storm water management plans and preparing construction drawings for specific projects. The criteria in this manual cannot cover every possibility.

The closer the criteria are followed, the more likely the plan or drawing will be approved and the construction accepted. For those situations where varying from the criteria is warranted, a variance process is described below.

Submit variance request in writing on the Request for Variance from City of Waxahachie – Storm Water Form (CT-7) as early as possible. The variance request must include the following:

- The specific criteria that you want to vary.
- Why the criteria needs to be varied.
- How the basis for the criteria will still be satisfied or why the criteria is not applicable.
- Indicate if there are no criteria for the proposed analysis, design, or feature in this manual.
- Appropriate technical information supporting the variance request, such as calculations, excerpts from the drainage or design plan, and/or construction drawings.

Note: Submittals with insufficient technical information to support the variance request will be returned without review.

The City will either approve or reject the variance in writing on the variance request form. If it is rejected, a written explanation will be provided.



# REQUEST FOR VARIANCE FROM CITY OF WAXAHACHIE – STORM WATER – FORM CT-7

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_

## Proposed Project Description

Name: \_\_\_\_\_

Type: \_\_\_\_\_

Location: \_\_\_\_\_ (include map)

## Existing Condition (show information on map or drawing)

Existing Site: \_\_\_\_\_

Existing Right-of-Way: \_\_\_\_\_

Topography: \_\_\_\_\_

Other Pertinent Data Related to Variance Request:

\_\_\_\_\_  
\_\_\_\_\_

## Variance Request

Specific criteria you want to vary: \_\_\_\_\_

\_\_\_\_\_

Explain why the criteria needs to be varied or is not applicable: \_\_\_\_\_

\_\_\_\_\_

Explain how the basis for the criteria will be satisfied: \_\_\_\_\_

\_\_\_\_\_

List attachments supporting variance request (preliminary design report excerpt, construction drawings, calculations, photographs, map, etc.):

### *City of Waxahachie Use Only*

Date	Reviewer	Dept./Section	Action Taken

Justification of Decision: \_\_\_\_\_

\_\_\_\_\_

Approval of Final Decision: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

