



## **ABBREVIATED ENGINEERING PLAN SUBMITTAL APPLICATION CHECKLIST**

1. The following administrative items are included with the Engineering Plan Submittal:
  - Two complete sets of full-size Engineering Plans
  - One PDF version of electronic plans
  - Markups of previous submittals (if applicable)
  - Annotated review comments (if applicable)
  - Permits from other public entities (if applicable)
  - One copy of any study or report completed in support of the project.
2. All drawing sheets will include a title block, north arrow, scale, legend, and seal of the Engineer of Record.
3. The Cover Sheet include a location map, engineer and owner contact information, sheet index, and plan type (civil engineering, mass grading, etc.).
4. A copy of the approved Site Plan stamped by Planning Division will follow the Cover Sheet
5. Dimensional Control & Paving Plan sheet(s) will include:
  - Dimensions (thickness, width, length, radius) for all paved areas (parking areas, driveways, fire lanes, turn lanes, drive aisles, sidewalks, etc.)
  - Dumpster location accessible by SU-30 vehicle.
  - Screening and/or retaining wall location, foundation, and height.
  - Setbacks, easements, 100-year flood elevation.
  - Median openings, streetlights, and trees.
  - Pavement markings, streetlight and street signage.
  - Two GPS grid coordinates.
  - Metes and bounds.
  - All existing and proposed public and private easements and rights-of-way.
  - Verification of public rights-of-way width (“variable width” is not acceptable).
  - Building setback lines.
6. Grading Plan sheet(s) will include:
  - Lot area and disturbed land area.
  - Minimum finished floor elevation, 100-year flood plain line, and 100-year storm water surface elevation.
  - Existing and proposed lot lines, easements, improvements within 25’ of the site, off and on-site drainage features, and positive overflow routes.
  - Existing and proposed contours and spot elevations on-site and 50’ beyond property line.
  - Proposed retaining wall locations with top and bottom of wall elevations.
  - Cut and fill areas and cross-sections and building pads.

7. Drainage Area Map sheet(s) will include:
  - Storm drainage calculations and design shall comply with the City's Drainage Manual.
  - Labeled basins and sub-basins with flow arrows that drain to/through the site.
  - Drainage Area Map Calculation Table that includes drainage areas, K, I, C, T<sub>c</sub>, Q, etc., for the fully developed, 100-year storm event.
  - Existing and proposed drainage structures and location of all sags and crests.
  - Offsite Drainage Area Map
  - Include downstream analysis calculations
  
8. Storm Drainage Plan sheet(s) will include:
  - Storm drain pipe size, material, vertical and horizontal alignment, slope, hydraulic grade line, and velocity for all mains and laterals, frictional slope, capacity, design discharge, and Manning's n value.
  - Storm drain inlet size, type, location, and capacity.
  - Storm sewer manhole location, size, type, and material.
  - Outfall, headwall, and other structure location, type, velocity, and erosion/scouring protection.
  - Ditch, swale and open channel width, depth, running and side slopes, and capacity.
  - Detention/retention pond location, size, depth, capacity, and material.
  - Proposed Drainage Easements for Storm Drains 18-inch diameter and above.
  
9. Utility (Water & Sanitary Sewer) Plan sheet(s) will include:
  - Existing and proposed water main and lateral location, size, material, valving, metering, flow rate, back-flow prevention, depth, and crossings and clearance from other utilities and structures.
  - Existing and proposed sanitary sewer main and lateral location, size, material, manholes with flow line in and flow line out, cleanouts, depth/profile, slope, and crossings and clearance from other utilities and structures.
  - All existing and proposed public and private easements and rights-of-way.
  - Proposed line separating public from private maintenance for both utilities.
  
10. Erosion Control/SWP3 Plan (required on all projects with disturbed area greater than 1 Acre) sheet(s) will include:
  - Owner, engineer, and developer's contact information, total site and disturbed acreage, limits of construction, and borrow and spoil areas.
  - Existing and proposed contours, drainage structures, pavement and other structures.
  - BMP locations, details, phasing, calculations, and maintenance schedule.
  
11. Applicable project specific and City General Design Standards, Standard Detail sheet(s) and City's General Notes will be attached to the end of the Engineering Plan set.
  
12. A detailed list of requirements for each plan sheet is available on the Engineering Division web page at: <http://www.lancaster-tx.com> → Engineering (Engineering Resources → Engineering Plan Checklist). Detailed plan requirements for drainage improvements are contained in the City Drainage Manual which is available on the City's website at:  
<http://www.lancaster-tx.com> → Engineering → Lancaster Storm Water Design Manual