



Construction Drawings Application

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_
Project Address: \_\_\_\_\_
Project Legal Description: \_\_\_\_\_
Project Description: New [ ] Remodel [ ] Landscape [ ] Storm Water [ ]
Civil [ ] Plumbing [ ] Mechanical [ ] Electrical [ ] Other [ ]
Proposed Building Use: \_\_\_\_\_

Submitting Representative: \_\_\_\_\_
Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_
Address: \_\_\_\_\_
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Table with 4 columns: Name, Mailing Address, Phone Number, Fax Number. Rows include Developer, Owner, Architect, Landscape, Irrigator, Surveyor, and Engineer.

Plan Submittal becomes null and void if building permit authorization is not commenced within 1 year, or if plan revisions are suspended or abandoned for a period of 1 year at any time after commercial plans are submitted.

A final set of construction drawings must be on the building site with all title block signed and every page must have the stamp of approval from the plan reviewer.

I hereby certify that I have read and examined this application and know the same to be true and correct. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

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

OFFICE USE ONLY:

Approved by: \_\_\_\_\_ Date approved: \_\_\_\_\_
Building Permit Number: \_\_\_\_\_ Valuation: \_\_\_\_\_ Bldg Height: \_\_\_\_\_
[ ] Utilities Checklist [ ] Water Tap \$ \_\_\_\_\_ Bldg Stories: \_\_\_\_\_
[ ] Energy Report [ ] Sewer Tap \$ \_\_\_\_\_ Bldg Sqare Footage: \_\_\_\_\_
[ ] TDLR Sheet [ ] Pro Rata \$ \_\_\_\_\_ Bldg Total Units: \_\_\_\_\_
[ ] Asbestos Survey [ ] Curb Cut \$ \_\_\_\_\_ Avg. Unit Size: \_\_\_\_\_
[ ] TxDOT - Permit # \_\_\_\_\_ TOTAL \$ \_\_\_\_\_ Current Bldg Zone: \_\_\_\_\_
FedEx Tracking # \_\_\_\_\_ BV Invoice # \_\_\_\_\_ BV Project # \_\_\_\_\_

# City of Stephenville

## Construction Drawings Checklist

Subdivision Name: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

### KEY

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Meets intent of Ordinance | <input type="checkbox"/> [NA] Not Applicable |
| <input type="checkbox"/> [ C ] To be Corrected                | <input type="checkbox"/> [ U ] Not Provided  |

#### GENERAL

- 5 - 24 x 36** Construction and Site Plans
- 3 - 24 x 36** Grading and Drainage Plans with calculations attached
- 2 - 24 x 36** Irrigation improvements and Landscape Plans
- 3 - 24 x 36** Utility and Civil Plans
- Digital Format (See Digital Submittal Form)**
- Date submitted: \_\_\_\_\_
- Date of P & Z meeting: \_\_\_\_\_
- Date of City Council: \_\_\_\_\_
- Copy of Energy Efficiency Statement
- Copy of TxDOT Permits
- Completed Utilities Review Checklist
- Application fee paid;**  
Amount: \$ \_\_\_\_\_

**NOTE:** Plans submitted shall be drawn to a scale not to exceed 1" = 100', unless stated.

#### FORMAT

- Match Lines
- Map Scale
- North Arrow (north up and/or left to right)
- Preparation Date
- Completed Final Plat Application
- Vicinity map** (reference to existing streets or highways)
- Certificate of Dedication and Notary
- Designation of the entity responsible for the operation and maintenance of any commonly held property and a waiver releasing the City of such responsibility
- Compliance with all special requirements developed in preliminary plat review
- Engineer's and Surveyor's stamp

#### TITLE BLOCK

- Label name of drawing
- Subdivision name
- Block (number or letter)
- Lot (number or letter)
- Name City: **Stephenville**
- Name County: **Erath**
- Name State: **Texas**
- Location and description** (referenced to original legal description)
- Vicinity map** (reference to existing streets or highways)
- North Arrow (north up and/or left to right)
- Index Sheet
- Building \_\_\_\_\_ Official, \_\_\_\_\_ Community Development, Fire Marshal, Street Department and Utilities Department **signature blocks (See Attachment)**

#### Legal Owner

- Full Name
- Address

#### Developer

- Full Name
- Address
- Phone Number

#### Engineer

- Full Name
- Address
- Phone Number
- Signature
- Texas Professional Engineer's Stamp

#### Surveyor

- Full Name
- Address
- Phone Number
- Signature
- Texas Professional Surveyor's Stamp

# City of Stephenville

## Construction Drawings Checklist

### KEY

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#### DESIGN

Existing, recorded and proposed streets, alleys, reservations, easements, railroads and other public rights-of-way within:

- [ ] Location
- [ ] Dimension
- [ ] Right-of-way width and length
- [ ] Paving width
- [ ] Names

Location, dimensions, names and description of structures and designated areas within or contiguous:

- [ ] All permanent structures
- [ ] First Floor Elevation
- [ ] Height of all elevations
- [ ] Fences
- [ ] Parks or Public areas
- [ ] Cemeteries or burial grounds
- [ ] Other \_\_\_\_\_

Existing or abandoned features:

- [ ] Dumpsites or Landfills
- [ ] Hazardous waste sites (any types of hazards)
- [ ] Oil and Gas, wells, lines and facilities

Natural Water

- [ ] Watercourses (centerline)
- [ ] Creeks and ravines (centerline)
- [ ] Water Bodies
- [ ] All Flood Zones and Flood way areas (FEMA zones with hatched boundaries shown and base flood elevations)
- [ ] Installed improvements for Beautification
- [ ] Other: \_\_\_\_\_

**NOTE:** A drainage study may be required to provide information as to the extent of drainage facilities that will be necessary in order to develop the property.     Yes     No

#### STORM DRAINAGE STUDY SYSTEM

- [ ] **An entire watershed of the project's location** (Contours a minimum of 5 ft intervals and a scale no larger than 1 in. = 2000 ft)
- [ ] **A drainage area map of the project's location** (Not to exceed 1 in. = 100 ft with contours of 2 ft intervals min.)
- [ ] Show the existing topography
- [ ] Proposed grading plan
- [ ] Drainage contributing from areas outside
- [ ] **Drainage calculations - the calculation shall be identified by:**  
 Sub-drainage area by **number**  
 Contributing area in **acres**  
 Time of concentration in **minutes**  
**Coefficient** of runoff  
 Storm **frequency** and **duration**  
 Storm intensity in **inches per hour**  
 Accumulated runoff in **cubic feet per second**
- [ ] Direction of storm water flow by arrows
- [ ] **A "Q" shown at locations** (where flow enters inlets, channels or other structures)
- [ ] Phase Development (drainage plans and calculations shall show how drainage will be controlled during intermediary constructions)
- [ ] Storm drainage facilities tie into existing facilities (show how the project will affect existing facilities)
- [ ] All existing and proposed drainage easements shall be shown

**NOTE:** Drainage facilities shall be designed for ultimate watershed development, by the Comprehensive Plan, even though developed in phases or topography is such that other developments contribute to the site.

# City of Stephenville

## Construction Drawings Checklist

### KEY

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#### Existing and Proposed Storm Sewer

- Storm Mains (Identify Size)
- Channels
- Retention Ponds
- Detention Ponds
- Dams
- Spillways
- Dikes
- Levees
- Proposed LOMR
- Engineering report on downstream flood impacts

#### Existing and Proposed Street System

- Paving Plan
- Paving Width
- Paving Length
- Paving standard curve data
- Existing Ground Grade
- Proposed Ground Grade
- Existing and Proposed utilities
- Other: \_\_\_\_\_

**NOTE:** A traffic control study may be required to provide information as to the extent of traffic use that will be necessary in order to develop the property.  Yes  No

#### UTILITY SYSTEMS

##### Existing and Proposed Water:

- Water Mains (Identify Size)
- Valves (gate and flush)
- Service Connections
- Irrigation service points for landscaping in the public right-of-way
- Fire Hydrants (no more than 600 ft apart)
- Wells
- Water Towers
- Storage Tanks
- Pump Stations

#### Existing and Proposed Sanitary Sewer:

- Profile Sheets (Not exceeding 1" = 50')
- Manholes
- Cleanouts
- Sanitary Mains (Identify Size)
- Service Connections
- Flow line of existing facilities
- Lift Stations
- Septic Systems
- Lagoons
- Oxidation ponds

#### Existing and Proposed Storm Sewer

- Storm Mains (Identify Size)
- Profile Sheets (Not exceeding 1" = 50')
- Channels
- Retention and/or Detention Ponds
- Dams

#### Street

- Wheel chair ramps shown
- Scale: 1" = 20' up to 1" = 40'
- Radius of curvature, central angle, and length show on all street curves
- Right-of-way and street pavement width dimensions shown

#### Existing and Proposed Electricity, Gas and Phone

- Electrical Mains (Identify Phases)
- Underground and/or Overhead
- Gas Mains (Identify Size)
- Telephone Lines
- Television Cable Lines

#### Irrigation

- Electrical service connection(s) for landscape irrigation system
- Water connection points
- Electric controller location
- Community Development and Utilities Department **Signature Blocks**
- All landscape requirements from Zoning Ordinance

# City of Stephenville

## Department Plan Signature Blocks

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<p><b>Reviewed By:</b></p> <p>_____</p> <p><b>Community Development</b> _____ <b>Date</b></p>
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<p><b>Reviewed By:</b></p> <p>_____</p> <p><b>Building Official</b> _____ <b>Date</b></p>
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<p><b>Reviewed By:</b></p> <p>_____</p> <p><b>Fire Department</b> _____ <b>Date</b></p>
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<p><b>Reviewed By:</b></p> <p>_____</p> <p><b>Utilities Department</b> _____ <b>Date</b></p>
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<p><b>Reviewed By:</b></p> <p>_____</p> <p><b>Street Department</b> _____ <b>Date</b></p>
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**NOTE:** Plan approval is valid for one year following the date of signed signatures. After one year of signatures all plans must be re-submitted and approval by the City of Stephenville.



## ASBESTOS COMPLIANCE STATEMENT

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

Project Address: \_\_\_\_\_

Pursuant to Senate Bill 509 of the 77<sup>th</sup> Legislature of the State of Texas, I hereby certify that the above referenced building is in compliance with all aspects of the National Emissions Standards for Hazardous Air Pollutants and the Texas Asbestos Health Protection Act.

Signed: \_\_\_\_\_

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

# City of Stephenville

## Digital Submittal Form

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The Consultant/Developer will provide a digital format to the City of Stephenville. If the Consultant/Developer has any questions about the digital format, (s)he shall contact the point of contact listed below.

### Submitting Media

1. One (1) copy of the plans in AutoCAD with all external reference attached.
2. Every page of the submitted plans must have its own Layout View, scaled and the page number matching the Layout View name with the AutoCAD drawing.
3. Every page must also be saved in a PDF format with the page number and name of the page matching the file name.

### Physical Media

1. All electronic files are to be provided in AutoCAD 2009 dwg. file format or later versions.
2. All files shall be submitted on one of the following media:
  - a. **Compact Disk (CD-ROM)** – may be 650 MB, 700 MB or larger, compact disk may not contain compressed (ZIP or EXE) files.
  - b. **DVD-R** – may be 4GB or larger.
  - c. **E-mail** – Shall be no more than 5MB.
3. All CAD files with external reference files (Xrefs) must be combined using the AutoCAD Xref BIND command. Do not use the AutoCAD command Pack and Go to combine base files with reference files.
4. All drawings and related files, including specifications, CAD drawings and other materials generated by the contractor for the project, shall be property of the City of Stephenville upon their delivery to the city, or termination of the contract, whichever occurs first. This applies to content as well as physical media. The City of Stephenville will not accept disclaimers nullifying this requirement.
5. Three dimensional objects are not permitted.
6. Overall Utility layouts must be in real world coordinates (NAD 83 North Central Zone US Foot).
7. **Point of Contact:** Chad Denson  
298 W. Washington St.  
Stephenville, TX 76401  
254-918-1217 (phone)  
254-918-1207 (fax)  
E-mail: [planning@ci.stephenville.tx.us](mailto:planning@ci.stephenville.tx.us)
8. The purpose of this document is to ensure consistent electronic and paper deliverables to the City of Stephenville. **The engineer of record shall submit record (As-Built) drawings in both electronic and paper-based format at the completion of the project and prior to city acceptance. If not submitted it may delay the process of city acceptance or granting a Certificate of Occupancy.**