



## LETTER OF CERTIFICATION APPLICATION CHECKLIST SUBDIVISION CONSTRUCTION PLANS (SCP)

### APPLICANT AND PROJECT INFO

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

Applicant Phone #: \_\_\_\_\_

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

Project Location: \_\_\_\_\_

Preliminary Plat COBC Project # \_\_\_\_\_

Preliminary Plat Approval Date \_\_\_\_\_

The purpose of Subdivision Construction Plans is to ensure installation and completion of Public Facilities to serve a development in accordance with the UDC, **See Section 2.4.**

### APPLICATION TYPE

Subdivision Construction Plan

Subdivision Construction Plan Amendment

### LETTER OF CERTIFICATION GENERAL INFORMATION

In accordance with Article 2 Subdivision Regulations of the City of Bee Cave Unified Development Code (UDC) Letters of Certification are a required element of all Plat related applications, *including Subdivision Construction Plans*. The Letter of Certification is a process for compiling a technically complete Application for Subdivision Construction Plan review. In considering approval of a Letter of Certification, the City will consider whether the request complies with applicable regulations, ordinances and laws including, but not limited to the UDC, the Bee Cave Code of Ordinances, and applicable Engineering Technical Manuals.

This checklist provides a list of the information and data needed to compile a complete Letter of Certification application to the City of Bee Cave. **Incomplete applications will not be accepted.** Letter of Certification applications require review by staff and approval by the Planning Director and City Engineer. A completed and signed copy of this checklist is a required component of a complete application.

A Letter of Certification or comparable form, is also required from each utility serving the proposed subdivision, see UDC Section 1.4.1 for more information.



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## MY GOVERNMENT ONLINE SUBMISSION REQUIREMENTS

The City of Bee Cave utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate MyGovernmentOnline User Guide available at <http://www.MyGovernmentOnline.org/>

## APPLICATION FEES

All application fees shall be paid in full according to the adopted Fee Schedule. The adopted Fee Schedule is available on the City Website: <http://www.BeeCaveTexas.gov/>

## LETTER OF CERTIFICATION PROCESS

The process for a letter of certification involves the following steps:

1. **Submittal.** Applicant submits the Letter of Certification application. The table on the following pages provides a checklist of the information and items required to submit a complete application for a Letter of Certification for Subdivision Construction Plans application
2. **Review for Completeness.** City reviews the application and make a determination of completeness within 10 days of application receipt.

If the application is incomplete, the application will be notified and provided a summary of missing information. The applicant has 45 days to provide the missing information, or the application will expire. If the application is complete, the city will notify the applicant and proceed with technical review of the application

3. **Technical Review.** The City will review a complete application for conformance with the applicable requirements of the UDC, and other applicable city regulations and ordinances.
4. **Issuance of Certification or Resubmittal of Application.** The City will either issue or deny a Letter of Certification within sixty (60) days of the determination of completeness.

If the Letter of Certification is denied the city will provide a summary of the technical deficiencies and the applicant may choose to revise and resubmit the Application. If the Application is revised and resubmitted, the City will issue or deny a Letter of Certification no later than forty-five (45) days from the latest date of resubmission.

If the City does not issue or deny a Letter of Certification within the prescribed time periods, the Letter of Certification will be deemed issued by the City.

A Letter of Certification does not authorize any Subdivision or Development activity, and a Letter of Certification is only a recommendation as to whether the proposed Subdivision or Development activities would comply with the applicable development requirements.



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5. **Effect of Letter of Certification.** A Letter of Certification is required to submit a Subdivision Construction Plan application to the City of Bee Cave.
6. **Term of Letter of Certification.** A Letter of Certification will remain valid for one (1) year from the date of issuance by the certifying entity. After one year, a new or updated Letter of Certification is required to file Subdivision Construction Plans with the City.
7. **Amendment of Letter of Certification.** A Letter of Certification may be amended prior to filing an Application for Subdivision Construction Plans if the proposed amendment:
  - a. Does not increase by more than five percent (5%) the linear footage of roadways or the areas within the paved surface of the street right-of-way or alter the location such roadways connect to the existing roadway network; and
  - b. Does not increase by more than five percent (5%) the anticipated impervious cover, alter the location of stormwater detention or discharge or alter any resulting calculated stormwater value; and
  - c. Does not increase by more than five percent (5%) the anticipated water and wastewater demand or increase linear footage of water or wastewater lines by more than five percent (5%).

### REQUIRED ITEMS FOR SUBMITTAL OF A COMPLETE APPLICATION

The following list is grouped into the electronic documents that will be required for submittal. Each document heading shows the individual items that are to be combined to form the PDF document. Please review the Detailed Information section of this form for help in preparing each of these items. Please flatten all PDF before submittal and rename documents for easy readability. Note the application preparer must check off each item and sign the statement at the end of the checklist. The completed checklist must be submitted with the application.

- Application Information**
  - Deed showing current ownership
  - Notarized Verification of Land Ownership Form
  - Authorization to apply on behalf of the owner (if applicant different than owner)
  - Recent Title Commitment (dated within one year) *If the title commitment is older, submit a property report and nothing further certificate*
  - Original Tax Certificate issued by Travis Central Appraisal District and showing no taxes due
- Engineer's Summary Letter**
- Petition(s) for Subdivision Waiver(s)** - *if applicable, see UDC Sec. 2.6.1*
- Easements** – *if proposed to be dedicated by separate instrument*
- Subdivision Construction Plans**
  - Cover Sheet
  - DRAFT Final Plat (*Final Plat cannot be approved prior to SCP approval*)
  - [General Notes](#)
  - Existing Conditions Map/Demolition Plan



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- Existing Drainage Area Map
- Proposed Drainage Area Map
- Erosion Control & Tree Protection Plan
- Roadway Plan & Profiles, including Grading, Street Signage and Striping Plan
- Utility Plan & Profiles (Water, Wastewater/Septic, Electric, Gas, etc.)
- Water Quality Pond Plans
- Stormwater System Plan & Profiles
- Retaining Wall Plans, if applicable
- Traffic Control Plan
- Standard Details
- Engineer's Opinion of Probable Cost**
- Approved** Traffic Impact Analysis OR evidence a TIA is not Required, *this will be determined at Preliminary Plat*
- Transmittal Letters**
  - WTC-PUA or WCID 17, *as applicable*
  - Austin Energy
  - Texas Gas, *if applicable*
  - Lake Travis Fire & Rescue/Emergency Services District 6
  - TxDOT, *if applicable*
  - Travis County, *if in ETJ*
- Any additional information and materials, such as plans, maps, exhibits, legal description of property, information about proposed uses, and deemed necessary by the City Engineer**

Fees will be assessed once the application is accepted



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## DETAILED INFORMATION

### Subdivision Construction Plan PDF

Below is information that is required to be included or shown on the Subdivision Construction Plans

	Plans must be in 24"x36" format, oriented landscape, and have one sheet per page in the PDF. Plat must be submitted as a single PDF file.
Cover Sheet:	
	<u>Title of the Subdivision</u> "Subdivision Construction Plans" (on each page)
	Page numbers (including sheet index on 1 <sup>st</sup> page if more than two pages)
	Location Map to scale with cross streets for identification and north arrow
	Engineer's preliminary review note (to be removed with final submittal): "For Review. This document is released for the purpose of review under the authority of ( <u>name of engineer &amp; seal number</u> ) on ( <u>date</u> ). It is not to be used for bidding, permit or construction."
	Project information below the Location Map including the following: <ul style="list-style-type: none"> <li>Property owner name, address, and phone number</li> <li>Engineer name, address, and phone number</li> <li>Surveyor name, address, and phone number</li> <li>Developer/Agent name, address, and phone number</li> <li>Filing Date</li> <li>Property information including legal description</li> <li>Any other associated project numbers</li> <li>List of associated easements and agreements with recordation numbers</li> </ul>
	Signature Block with all applicable jurisdictions requiring approval
	Revision block with columns including the revision number, description of the revision, sheets revised, and approval
	Include the following engineering responsibility statement below the engineer's signature block: <i>I certify that these engineering documents are complete, accurate, and adequate for the intended purposes, including construction but are not authorized for construction prior to formal approval by the City of Bee Cave. The drawings, plans, and specifications submitted with the application comply with the applicable technical codes, rules, and regulations. I do certify that the engineering work being submitted herein complies with all provisions of the Texas Engineering Practice Act.</i>
	Include the following General Notes: <ul style="list-style-type: none"> <li>A/No portion of the subject property/improvements are within the 100-year flood plain as shown on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) No. _____, Travis County, Texas, dated ____</li> <li>Construction hours are from 7:00 am to 7:00 pm</li> <li>All responsibility for the adequacy of these plans remains with the Engineer who prepared them. In approving these plans, the City of Bee Cave must rely upon the adequacy of the work of the design engineer.</li> </ul>



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<b>General Notes:</b>	
	Insert City of Bee General Notes located in the Environmental Criteria Manual Appendix
<b>Erosion &amp; Sedimentation Controls:</b>	
	Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.
	Existing and proposed topographic conditions with vertical intervals not greater than one (1) foot referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.
	The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction are shown.
	Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified.
	A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.
	Identify at least one construction entrance on the erosion and sediment control site plan.
	Identify the locations of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.
	Identify each phase of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that take into account a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place.
	Provide the following notes: <ul style="list-style-type: none"> <li>• The City of Bee Cave has the authority to add or modify erosion/sediment controls on site throughout the duration of the project.</li> <li>• Initiate temporary stabilization when construction ceases in a disturbed area for more than 14 days.</li> <li>• Initiate permanent stabilization immediately once work has ceased and final grade has been established.</li> <li>• Prior to final site acceptance, minimum revegetation standards must be met across the site (95% coverage with no bare areas exceeding 16 square feet).</li> </ul>
	Any permanent stormwater control facility such as a water quality or detention pond, must be located in an Access Easement dedicated to the City to allow the City or its contractors access to the facility for periodic inspection. A Maintenance agreement and plan shall be filed in the real property records of the Travis County.
<b>Drainage/Water Quality Improvements:</b>	
	Detailed design of all drainage facilities as indicated in the Preliminary Plat phase, including typical channel or paving section, storm sewers and other storm water control facilities such as detention and water quality facilities (existing and proposed drainage area calculations, time of concentration tables, inlet calculations, water quality treatment calculations, etc).



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	Adequate access is provided for maintenance of and repair to drainage facilities.
	Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown.
	Existing and proposed topographic conditions indicating one (1) foot contour intervals referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.
	Supporting documents containing design computations in accordance with the Engineering Technical Manual for the City of Bee Cave, and any additional information required to evaluate the proposed drainage improvements. This shall be formatted into a drainage report that organizes and presents explanation as needed to properly communicate this process to the City for review. This report will contain all constants, assumptions, and calculations required in the design process
<b>Roadway Plan &amp; Profiles:</b>	
	The horizontal layouts and alignments showing geometric data and other pertinent design details. The horizontal layout shall also show the direction of storm water flow and the location of manholes, inlets and other special structures.
	Vertical layouts and alignments showing existing and proposed center line, right and left right-of-way line elevations along each proposed roadway, and vertical curvature design information.
	Typical right-of-way/pavement cross sections showing pertinent design details and elevations as prescribed in the City's Transportation Criteria Manual.
	Supporting documents containing any additional information required to evaluate the proposed roadway improvements, including geotechnical information on pavement design and traffic impact studies.
	The location, size, type and description of street signs.
	Show pavement markings and location of stop bars and other markings (if applicable) as required in the latest version of the Texas Manual Uniform Traffic Control Devices.
	The location, size (where applicable) and type of speed limit signs and permanent traffic barricades.
	The location, size and type of sidewalks and pedestrian ramps according to City Standard Details and Specifications.
	Provide a sidewalk plan labeling the sidewalks to be built by the homebuilder and sidewalks to be built by the subdivision developer.
	Provide a note on the plans stating: <i>For single-family residential subdivisions that are not registered with TDLR, provide documentation from a Registered Accessibility Specialist (RAS) that the pedestrian infrastructure within the public right-of-way complies with the Texas Accessibility Standards.</i>
<b>Utility Plans:</b>	
	Utility plans shall be in accordance with the applicable service provided.



**LETTER OF CERTIFICATION APPLICATION CHECKLIST  
SUBDIVISION CONSTRUCTION PLANS (SCP)**

**CERTIFICATION OF APPLICATION CHECKLIST**

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date