

City of Mercedes Planning Dept. Review Checklist

Preliminary Plat Plan Requirements

The following is a checklist for items, which shall be included as applicable, on each Preliminary Plat submitted for review:

- City of Mercedes signature block
 APPROVED BY THE CITY OF MERCEDES
 SIGNATURE: _____
 PRINTED NAME: _____
 TITLE OF CITY OFFICIAL: _____
 DATE: _____
- Distances and placings of the lot including total land area, subdivision lot, block designation, and phase lines (if any).
- Boundary line, accurate in scale, of the subject tract.
- The layout and dimensions of proposed lots, blocks, etc.
- Lot number, block letter designation, and square footage/acreage of each lot.
- The names of adjacent subdivisions and/or the names of record owners of adjoining parcels of unplatted land.
- Boundaries of municipalities, counties, and special districts.
- Existing and proposed streets and alleys including widths of right-of-way and pavement, street names, and any proposed dedication of right-of-way in accordance with the requirements of the Thoroughfare Plan.
- Easements, deed restriction or encumbrances.
- Median openings, turning lanes, acceleration and deceleration lanes.
- For residential developments, park dedication provisions are to be addressed by the Planning and Zoning Commission.
- All land proposed for public use dedication or to be reserved for the common use of all property owners, together with conditions or limitations of such use. Such reservations and dedications must be identified with a lot and block designation except street and alley rights-of-way. Right-of-way dedications square footage and acreage must be listed on the plan.
- Other features which impact the subject property including, but not limited to, buildings, cemeteries, parks, landfills and monuments.
- Phase lines must be clearly delineated, with improvements capable of standing alone as development occurs and not depending on future construction to meet City standards and requirements.
- Requested variances from City requirements shall be clearly listed on the Face of the Development Plat.

The following is a list of accompanying documents or items, which shall be included, as applicable, with each Preliminary Plat submitted for review:

- Copy of the owner's recorded deed.
- A copy of an approved Development Plan or a copy of a Development Plan to be considered by the City.
- Preliminary site improvement plans/exhibits prepared by a Texas Licensed Professional Engineer (including grading, drainage, water, and sanitary sewer).
- Preliminary Tree Preservation and Mitigation Plan (if applicable).

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Preliminary Paving and Drainage Plan

- The plans shall be drawn to a standard sheet size of 24" x 36" or 11" x 17".
- The plans shall have a cover sheet including, at a minimum, the project name/description, engineer and firm licensure/registration information as described above, a location map, a sheet index, and the contract information for the developer/owner and engineer. When possible, contact information for the surveyor should also be included.
- The maximum scale for all construction plans shall be 1"=40' (1"=20' is preferred). Construction plans for street construction shall be drawn to a scale of 1"=20'.
- Grading plan including existing and proposed one-foot interval elevation counters and spot elevations. Grades shall be indexed to the NAD 1983 State Plan Coordinate System using the appropriate horizontal projection for the applicable zone, and indexed to the NAVD 1988 vertical datum. The grading plan shall include a proposed finished floor elevation for all buildings and a proposed finished pad elevation for all pad sites. Note that the builder is responsible for furnishing a certification of the foundation elevation and location prior to construction of a foundation.
- Typical Cross-Sections of proposed public streets and alleys drawn to a maximum scale of 1"=10' horizontal and 1"=2' vertical and drawn from beyond right-of-way to beyond-right of way. Proposed street and alley pavement sections shall conform to City of Mercedes standards unless otherwise approved by the City Engineer.
- Paving Plans for driveways, fire lanes, parking areas, and sidewalks indicating pavement type thicknesses, and dimensions.
- Paving Plans and Profiles for each public street and alley with top of curb grades for streets and centerlines for alleys. The plan view shall show all existing features and the profile view shall include the existing ground. The profile grade lines and cross-sections of intersecting streets should be adjusted to provide a smooth junction and proper drainage.
- Roadway Cross-Sections for each arterial or collector street indication cut and fill and the limits of earthwork.
- A Drainage Area Map which shall include size and delineation of drainage areas, storm frequency, storm water runoff calculations, designation of points of concentration, and any additional data necessary for the proper design of drainage facilities.
- Drainage Plans for storm sewers showing drainage calculations, hydraulic data, pipe grades and sizes, manholes and junction boxes, other pipe connections inlets and outfall structures. Storm sewers for public systems (and all other storm sewers as required by the City Engineer or Director of Public Works) must be profiled and shall include hydraulic grade line.
- Drainage Plans for open channels showing drainage calculations, hydraulic data and depth of flow, channel grades, channel material, channel geometry, inlet structures, culvert, bridges, and outfall structures (such as concrete rep-rap, etc.). Open channels for public systems (and all other open channels as required by the City Engineer or Director of Public Works) must be profiled and shall include depth of flow. Cross-sections may be required on a case-by-case basis.
- Drainage Plans for storm water detention ponds showing drainage calculations, hydraulic data, pond depth and geometry, pond material, and other information necessary for proper design review and construction of the proposed improvements. If an underground storm water detention facility is proposed, then appropriate plans and details should be provided.

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Preliminary Utilities Plan

- The plans shall be drawn to a standard sheet size of 24" x 36" or 11" x 17".
- The plans shall have a cover sheet including, at a minimum, the project name/description, engineer and firm licensure/registration information as described above, a location map, a sheet index, and the contract information for the developer/owner and engineer. When possible, contact information for the surveyor should also be included.
- The maximum scale for all construction plans shall be 1"=40' (1"=20' is preferred). Construction plans for street construction shall be drawn to a scale of 1"=20'.
- Benchmark description indexed to the NAD 1983 State Plane Coordinate System using the appropriate horizontal projection for the applicable zone, and indexed to the NAVD 1988 vertical datum.
- Water Line Plans showing pipe sizes, locations of valves, fire hydrants, fittings and other appurtenances, including installation and backfill details. All public water line (of any size) and all private lines 12" in diameter or larger must be profiled. Water line profiles shall include the station, elevation and description of utility crossings.

- Sanitary Sewer Plans and Profiles indicating pipe grades and sizes, manholes, cleanouts and other appurtenances, including installation and backfill details. Profiles are not required for private sanitary sewer services under 250 feet long and 6-inches or less in diameter, if they do not cross other private properties. Sanitary sewer lines or services crossing other private properties must be in easements and must be profiled. Sanitary Sewer Connections which extend more than 10 feet into paved sections of public streets must be profiled for the section which is located in the right-of-way. Private sanitary sewer profiles shall include the station, elevation, existing and proposed guidelines, and the location and description of utility crossings.

General Information to Be Shown on the Preliminary Construction Plans/Final Plat

- A title block located at the bottom right hand side of the page include project's name, addition's name, lot, block and phase designation, total acreage, zoning classification and address if available.
- A summary table to include total land area (square feet/acres) and the building area (square feet)
- North arrow.
- Date (all revisions dates should also be indicated).
- Sheet size of 24" x 36"
- Scale (must be legible)
- Name, address and phone number of contact persons of developer/owner and engineer.
- Distances and bearings of the lot including total land area, subdivision lot & block designation and phase lines (if any).
- Iron rods set or found shown on the plan.
- Existing contours with intervals of two feet (2') or less or spot elevations indexed to the NAD 1983 State Plane Coordinate System using the appropriate horizontal projection for the applicable zone, and indexed to the NAVD 1988 vertical datum.
- Building setback lines.
- Zoning of subject lot.
- Easements, deed restrictions or encumbrances which impact development of the lot

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- Control of access lines, corner clips and clear vision areas.
- Streets, alleys and easements adjacent to the site showing right-of-way and limits of paving.
- Existing and proposed water and sanitary sewer utilities and services.
- Fire protection including fire hydrants, fire lanes, fire lines and related devices, if applicable.
- Landscape details and open space areas (tree caliper, mitigation plan, etc.)
- Screening devices, if applicable, inclusive of height.
- Dumpster locations, if applicable.
- Franchise utilities serving the property.
- Finished floor elevations. The builder is responsible to furnish the City with a completed elevation certificate, if applicable.
- Requested variances from City requirements shall be clearly listed on the Face of the Development Plan.
- Location space and height of all proposed freestanding signage.

Final Plats, Replats, and Minor Plat Plan Requirements

The following is a checklist for items, which shall be include, as applicable, on each Final Plat, Replat, or Minor Plat submitted for review:

- A summary table to include (as applicable):

None-Residential: total land area (square feet/acres), total number of lots, minimum lot size (square feet/acres).

Residential: total land area (square feet/acres), total number of lots, minimum lot size (square feet/acres), minimum dwelling size (square feet), and density per acre

- City of Mercedes signature block
 - APPROVED BY THE CITY OF MERCEDES
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 - DATE: _____

- Location of corner pins and monuments, including description and indication of whether found or set.
- A plat note on whether sidewalks are required or not.
- The names of adjacent subdivisions and/or the names of record owner of adjoining parcels of unplatted land.
- Designation of boundaries of municipalities, counties, and special districts.
- Boundary line, accurate in scale and with exact distances and bearings, of the subject tract and each lot within the subdivision including exact acreage and square footage per lot.
- Designation of lots and blocks within the subdivision.
- Metes and bounds description of the subdivision, with exact acreage, in reference to the deed records of the County, including the volume and page of the deed for the land being platted.
- Building setbacks lines, or via plat note.
- Existing and proposed street and alley right-of-way dedication square footage and acreage, in accordance with the requirements of the Thoroughfare Plan.

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- Easements, deed restrictions or encumbrances. A note regarding responsibility of maintenance shall be included for all drainage easements.
- All land proposed for public use dedication or to be reserved for the common use of all property owners together with conditions or limitations of such use. Such reservations and dedications must be identified with a lot and block designation except street and alley rights-of-way.
- Right-of-way and public property to be abandoned should be identified on the plat, but information being provided separately as required for the creation of and abandonment ordinance.
- The 100-year flood plain per current FEMA Flood Insurance Rate Map (FIRM), if applicable, shall be delineated. If the floodplain is not mapped, the developer is responsible for making this determination using a FEMA approved method.
- Other features which impact the subject property including, but not limited, buildings, cemeteries, parks, landfills and monuments.
- For all residential development, the park dedications shall be finalized at the time of approval of the final plat including all dedications and/or fees to be paid.
- Variances from this development manual shall be listed on the face of the plat.
- Certification by a Registered Professional Land Surveyor (R.P.L.S.), registered in the State of Texas, to the effect that the plan represents a survey made by him or under his direct supervision and that all monuments and corner pins shown exist and are correctly described.
- An Owner's Certificate of Dedication of all streets, alleys, parks, easements and other public ways, signed and acknowledged before a notary public by the owner, trustee(s) or person(s) duly authorized to sign the plat. This will include any lien holder(s) on the property.
- All plats must include the following plat note:
 "Notice: Selling a portion of this addition by metes and bounds is a violation of the city Subdivision Ordinance and State platting statutes and is subject to fines and withholding of utilities and building permits."

The following is a list of accompanying documents or items, which shall be included, as applicable, with each Final Plat, Re-plat, or Minor Plat submitted for review:

- Tax certificate showing all tax payments to the City of Mercedes are current. Taxes must be current as of the date of formal City approval of the Plat.
- A copy of an approved Development Plan or a copy of a Development Plan to be considered by the City.
- Site construction plans prepared by a Texas Licensed Professional Engineer (including grading, paving, drainage, water, sanitary sewer, erosion control, and construction details).
- Tree Preservation and Mitigation Plan (If applicable)

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Additional Documentation

- An Erosion Control Plan prepared in accordance with the current Texas Pollution Discharge Elimination System (TPDES) requirements and all other applicable requirements of the Texas Commission on Environmental Quality (TCEQ). For all projects requiring a SWPPP based on TPDES/TCEQ requirements, the contractor or the developer/owner shall provide the Department of Public Works with a copy of the SWPPP and the Construction Site Notice (and NOI if applicable) prior to any earth disturbance activities.
- A Traffic Control Plan shall be submitted for all proposed construction within a street right-of-way. The traffic control plan shall incorporate all applicable requirements of the Texas Manual on Uniform Traffic Control Devices (TMUTCD).
- Street Lighting Plan and Sidewalk Plan for all projects involving public street construction.
- Tax certificate showing all tax payments to the City of Mercedes are current. Taxes must be current as of the date of formal City approval of the Plat. (Institutional will likely be exempt).
- A copy of an approved Development Plan.
- A copy of the filed Final Plat, Re-plat or Minor Plat (a Conveyance Plat is not acceptable)
- Landscape Plan (If applicable)
- Tree Preservation and Mitigation Plan (If applicable).

General Submittal Requirements

Staff Review Submittals for Preliminary Plats and Development Plans

- Four (4) full size, paper copies (24"X36")
- City Fees, etc.
- PDF of all Drawings

P&Z Submittals for Final Plats and Developments Plans

- Submit directly to the Planning Department
- One (1) full size, mylar signed, sealed and dated copy
- Two (2) reduced size, paper copies (11"x17")
- City Fees and Current Tax Certificates
- PDF copy of all drawings, signed, sealed and dated
- Approved Drainage Report
- All fees and associated development costs

APPROVED BY

Fire Marshal: _____

City Engineer: _____

Planning Director: _____

City Manager: _____