



City of Liberty Hill  
Planning and Development Department  
100 Forrest St  
PO Box 1920  
Liberty Hill, Texas 78642  
Tel (512) 548-5519

[www.libertyhilltx.gov](http://www.libertyhilltx.gov)

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

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

Subdivision Case #: \_\_\_\_\_

(CITY WILL ASSIGN PROJECT NUMBER)

# SUBDIVISION CONSTRUCTION PLANS

## APPLICATION & CHECKLIST

*This application and checklist is provided as a service of the City of Liberty Hill. Its purpose is to assist the applicant in preparing a proposal that meets City standards so it can be expedited through the review process.*

Prior to the submission of a Subdivision Construction Plans, we recommend that the applicant meet with a representative of the Planning Department to determine if the application is complete prior to printing the required number of copies. Please contact the Planning Department at 512-548-5519.

- An approved Preliminary Plat is required prior to submission of Construction Plans.
- An appointment is required to submit these plans, please contact the Planning Department at 512-548-5519 or come by 100 Forrest St. Liberty Hill, Texas 78642.

### INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Use the most current form from the City's website ([www.libertyhilltx.gov](http://www.libertyhilltx.gov)) or from the Planning Department.
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your plan.
- ***This checklist is only a guide. All state and local subdivision requirements cannot be reflected on this checklist.*** If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of Liberty Hill at our website or at city hall.
- Construction plans may be submitted for review and approval simultaneously with a Final Plat provided however that the Final Plat shall not be approved until the Construction Plans have been approved. If the Construction Plans and the Finals Plat are to be reviewed simultaneously, a complete application for Construction Plans and a complete application for Final Plat must be submitted to the City simultaneously.
- For projects located within the City's extraterritorial jurisdiction, the Construction Plans and attendant documents shall be provided to the County for review and approval. The applicant shall be responsible for any additional information required by the County for Construction Plan approval.

### REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

- \_\_\_ 1. Completed and signed application/checklist
- \_\_\_ 2. Two (2) sets of construction plans (18" X 24" sheets) at generally accepted horizontal and vertical engineering scales.
- \_\_\_ 3. One (1) 11" X 17" set of prints of the **final, signed construction plans**
- N/A 4. One (1) 11" X 17" copy of the approved preliminary plat and approved park plan

- N/A 5. One (1) copy of any executed development agreement approved by the City that affects this property.
- \_\_\_ 6. A disk including PDF copies of all submittal documents.
- \_\_\_ 7. Certified estimate of cost of construction for items the city of Liberty Hill will be inspecting
- N/A 8. Copy of certified tax certificate
- \_\_\_ 9. Filing Fee (calculation listed below)

**FILING FEE CALCULATION:**

Base Fee \$1500.00

Construction Plan Review & Inspection Fee: 3.5% of the construction cost due at the time of application \$\_\_\_\_\_

Please note: verification and adjustment of the construction cost is required prior to City acceptance. A final engineer's signed and sealed certified copy of the final cost of all improvements dedicated to the City or equivalent private infrastructure is required in the close out package as part of the final acceptance.

**TOTAL FEE** (due at the time of application submission) \$\_\_\_\_\_

**APPLICANT INFORMATION:**

**Please Note:** The signature of owner authorizes City of Liberty Hill staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with.

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

**(Check One):**

\_\_\_ I, the owner, will represent this application with the City of Liberty Hill.

\_\_\_ I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Liberty Hill.

**OWNERSHIP INFORMATION:**

**Property Owner:** Phone: Fax:

*(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)*

Address: City: State: Zip:  
 Email: Mobile:

*I hereby request that my property, as described above, be considered for this application and I give City Staff and elected or appointed representative's permission to visit the site described in this application. I acknowledge that I will be required to pay an engineering review fee for this project in an amount that will be determined at the end of the review period based on how much review time is required by the reviewing engineer:*

**Owner's Signature: Date:**

**AGENT INFORMATION:**

If an agent is representing the owner of the property, please complete the following information:

**Project Agent:** Phone: Fax:  
 Address: City: State: Zip:  
 Email: Mobile:

*I hereby authorize the person named above to act as my agent in processing this application:*

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*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. I acknowledge that an engineering review fee will be required for this project in an amount that will be determined at the end of the review period based on how much review time is required by the reviewing engineer:*

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

**THE FOLLOWING INFORMATION IS REQUIRED TO BE SHOWN ON THE PLAN AND/OR SUBMITTED WITH THE PLANS:**

**COVER SHEET:**

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- \_\_\_ 1. The proposed name of the subdivision as listed on the preliminary plat.
- \_\_\_ 2. The date, names, addresses and phone numbers of the owner of record, developer, registered public surveyor, and licensed professional engineer (if applicable).
- \_\_\_ 3. A location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.
- \_\_\_ 4. Provide a 3" X 3" box near the bottom right corner of every sheet for an approval stamp and initials.
- \_\_\_ 5. Certification, signature and revision blocks as required by the City, including the following:

"Based on the design engineer's certification of compliance with all applicable City, State and Federal regulations, the **wastewater portion of the plans** and specifications contained herein have been reviewed and are found to be in compliance with the requirements of the City of Liberty Hill"

\_\_\_\_\_

\_\_\_\_\_  
*David Stallworth, Senior Director of Planning*  
City of Liberty Hill, Texas

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Wayne Bonnet, Director of Public Works*  
City of Liberty Hill, Texas

\_\_\_\_\_  
Date

If in Williamson County,

\_\_\_\_\_  
*J. Terron Everton, P.E. County Engineer*  
Williamson County, Texas

\_\_\_\_\_  
Date

**STREET & ROADWAY SYSTEMS:**

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- \_\_\_ 1. 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 special structures.
- \_\_\_ 2. Vertical layouts and alignments showing existing and proposed center line, right and left right-of-way line elevations along each proposed roadway.
- \_\_\_ 3. Typical right-of-way cross sections showing pertinent design details and elevations as prescribed in the City Standard Details and Specifications. *Use Round Rock Transportation Criteria Manual.*
- \_\_\_ 4. Typical paving sections showing right-of-way width, lane widths, median widths, shoulder widths, and pavement recommendations.
- \_\_\_ 5. Attendant documents containing any additional information required to evaluate the proposed roadway improvements, including geotechnical information and traffic impact studies.
- \_\_\_ 6. Show any transportation improvements required by a TIA on the property.

## **DRAINAGE IMPROVEMENTS:**

- \_\_\_ 1. 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.
- \_\_\_ 2. Adequate access is provided for maintenance of and repair to drainage facilities.
- \_\_\_ 3. Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown.
- \_\_\_ 4. Existing and proposed topographic conditions indicating one (1) foot contour intervals for slopes less than 5%, two (2) foot contour intervals for slopes between 5% and 10%, and five (5) foot contour intervals for slopes exceeding 10%, and referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.
- \_\_\_ 5. Attendant documents containing design computations in accordance with the Subdivision Ordinance for the City of Liberty Hill, and any additional information required to evaluate the proposed drainage improvements
- \_\_\_ 6. A copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.
- \_\_\_ 7. Non-Residential and Multi-Family Drainage and Detention Facilities:
  - Non-residential and multi-family drainage facilities include all detention ponds, water quality ponds, outlet structures, berms, improved channels or other improvements associated with the drainage improvements. Roadside swales and inlets are not included.

## **EROSION & SEDIMENTATION CONTROLS:**

- \_\_\_ 1. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities.
- \_\_\_ 2. 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.
- \_\_\_ 3. 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.
- \_\_\_ 4. Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas.
- \_\_\_ 5. A plan for restoration for the mitigation of erosion in all areas disturbed during construction.
- \_\_\_ 6. If spoils sites are proposed to remain after subdivision acceptance, include the following notes and confirm that the proposed location meets this criteria.
  - Fill material originating from the land that is the subject of a subdivision application may be temporarily stored on said land provided that the developer complies at all times with the following requirements:
    - (a) The fill material shall be stored at the location shown on the approved construction plans.
    - (b) The fill material shall consist of earthen material originating from the subdivision only, shall remain free from debris, and shall be suitable for use as fill material on the future phases of the subdivision. The fill material may not include any material from outside of the subdivision.
    - (c) Storage of the fill material shall comply with the Storm Water Pollution Prevention Plan including revegetation of disturbed areas and other sedimentation and erosion controls adopted by the Texas Commission on Environmental Quality.
    - (d) The fill material will be placed and stored in such manner so that it is stable, with the side slopes no steeper than a 3:1 (h:v) slope.
    - (e) The fill material will be located so as not to disturb any wetland areas that may exist in the subdivision, and will be placed in a manner and location so as not to adversely affect the natural course of drainage across the land or impede drainage from neighboring properties.
    - (f) Fiscal surety that complies with Section 28 of this Ordinance in an amount equal to 110% of the cost of removal of the fill material will be filed with the City prior to the acceptance of the subdivision that generates the fill material. The fiscal surety will be based on an estimate prepared by the engineer for

the subdivision and approved by the City Engineer.

(g) The height of the fill material shall not exceed ten (10') feet.

(i) Permission to store fill material in the subdivision will expire and terminate in the event that a preliminary plat, construction plans, or a final plat for any portion of the land expires, or at such time that the improvements for the last phase of the subdivision are accepted.

**WATER DISTRIBUTION SYSTEMS:**

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- \_\_\_ 1. The layout, size, and specific location of the existing and proposed water mains, pump stations, storage tanks, and other related structures sufficient to serve the proposed land uses and development as identified in the Preliminary Plat phase and in accordance with the City Standards and Details and Specifications.
- \_\_\_ 2. The existing and proposed location of fire hydrants, valves, meters and other fittings.
- \_\_\_ 3. Design details showing the connection with the existing City water system.
- \_\_\_ 4. The specific location and size of all water service connections for each individual lot.
- \_\_\_ 5. Attendant documents containing any additional information required to evaluate the proposed water distribution system.

**WASTEWATER COLLECTION SYSTEMS:**

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- \_\_\_ 1. The layout, size and specific location of the existing and proposed wastewater lines, manholes, lift stations, and other related structures sufficient to serve the land uses and development as identified in the Preliminary Plat phase, in accordance with all current City standards, specifications, and criteria for constructions of wastewater systems.
- \_\_\_ 2. Plan and profile drawings for each line in public rights-of-way or public utility easements, showing existing ground level elevation at center line of pipe, pipe size and flow line elevation at all bends, drops, turns, and station numbers at fifty (50) foot intervals.
- \_\_\_ 3. Design details for manholes and special structures. Flow line elevations shall be shown at every point where the line enters or leaves the manholes.
- \_\_\_ 4. Detailed design for lift stations, package plants or other special wastewater structures.
- \_\_\_ 5. Attendant documents containing any additional information required to evaluate the proposed wastewater system, and complete an application for State Health Department approval.

**TRAFFIC CONTROL, STREET LIGHTS & SIGNS:**

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- \_\_\_ 1. The location, size, type and description of street lights according to City Standard Details and Specifications.
- \_\_\_ 2. The electrical design signed and sealed by an engineer for the LED street light system on a metered circuit.
- \_\_\_ 3. The location, size, type and description of street signs according to City Standard Details and Specifications
- \_\_\_ 4. 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.
- \_\_\_ 5. Provide City of Liberty Hill street sign detail.
- \_\_\_ 6. The location, size (where applicable) and type of speed limit signs and permanent traffic barricades according to City Standard Details and Specifications.

**SIDEWALKS:**

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- \_\_\_ 1. The location, size and type of sidewalks and pedestrian ramps according to City Standard Details and Specifications.
- \_\_\_ 2. Those sidewalks not abutting a residential, commercial or industrial lots (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on

the side to which access is prohibited, and all sidewalks on safe school routes are shown on the plans to be installed with the subdivision improvements.

- \_\_\_ 3. Provide a sidewalk plan labeling the sidewalks to be built by the homebuilder and sidewalks to be built by the subdivision developer.
- \_\_\_ 4. 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.

**PARK LAND, IMPROVEMENTS & OTHER PUBLIC OR COMMON AREAS:**

- \_\_\_ 1. Proof of HOA establishment (One copy of the homeowner’s association creation documents including responsibilities for park and/or landscaped entrance maintenance is provided if such facilities are provided.
- \_\_\_ 2. Proof of Ownership, Dedication, Perpetual Use & Maintenance (Provide a recorded deed, agreement, conveyance and/or restrictions demonstrating that the private park land and facilities are restricted to park and recreational purposes by a recorded covenant that runs with the land in favor of the future owners of property that cannot be defeated or eliminated without the consent of the City Council. The recorded deed, agreement, conveyance and/or restrictions should adequately provide for private ownership and perpetual maintenance.)
- \_\_\_ 3. *Park Concept Plan* (Provide one copy of Plan with submission on the disk)
- \_\_\_ 4. Fiscal Guarantee of Completion (Provide a fiscal note covering the cost of constructing all park improvements shown on the approved *Park Concept Plan*. If phasing is planned the fiscal note should cover all improvements and phases.)
- \_\_\_ 5. Show all facilities included on the approved *Park Concept Plan* and label improvement phases, if applicable.

**LANDSCAPE PLAN – TREES, SCREENING, & LANDSCAPING:**

- \_\_\_ 1. The location, size and description of all Significant Trees (to remain or to be removed), and Replacement Trees to meet the requirements of the City of Liberty Hill Subdivision Ordinance
- \_\_\_ 2. The location, size and description of all landscaping and screening materials.
- \_\_\_ 3. Provide an approved License Agreement associated with any landscaping or signage located in the public right-of-way.

**DESIGN CRITERIA:**

- \_\_\_ 1. Final design criteria, reports, calculations and all other related computations, if not previously submitted with the Preliminary Plat.

**COST ESTIMATES:**

- \_\_\_ 1. A cost estimate of each required improvement, prepared, signed and sealed by a professional engineer licensed to practice in the State of Texas.
- \_\_\_ 2. Verification and adjustment of the construction cost is required prior to City acceptance. A final engineer’s signed and sealed certified copy of the final cost of all improvements dedicated to the City or equivalent private infrastructure is required in the close out package as part of the final acceptance.

**APPROVALS:**

- After all comments have been addressed, the applicant will be required to submit one unbound final set of construction plans for signatures.
- After the plans have been signed, they will be stamped and returned to the applicant.
- The applicant will be responsible for making three collated and stapled final copies of the signed plans and a scanned copy of the plans.
- Plans must be scanned at 300 dpi, uncompressed format TIF to the original approved scale. The digital

copy of the plans needs to be submitted to the Planning Department on a disk.

- Upon receipt of the final plan, a pre-construction meeting will be scheduled.
- Construction may not start until after the pre-construction meeting and the Construction Plan Permit is issued.**

*Do Not Write Below – Staff Use Only*

*Accepted for Processing by:\_\_\_\_\_ Date\_\_\_\_\_*