

BASTROP COUNTY
Development & Floodplain Management

SITE DEVELOPMENT PLAN CHECKLIST

Please use the following information and checklist as an overview to determine if you have the necessary information to be submitted with your development application in accordance with the Bastrop County Flood Damage Prevention Order. Forward this checklist to the Project Engineer, Surveyor, Architect, and all other interested parties.

1. PERMITS:

- Corps of Engineers 404 Permit
- Fish and Wildlife Permit (Houston Toad)
- Texas Commission on Environmental Quality (SW3P) Permit

2. PLANS AND DOCUMENTS (as applicable):

- Completed application form
- Three (3) full sets of the Preliminary Site Development Plans
- Conditional Letter of Map Revision, if applicable
- Engineer Cost Analysis - total cost of construction only

3. STANDARD PLAN FORMAT: All plan pages shall be drawn to a standard engineering format (24" X 36" size format with 1" = 20' scale) as follows:

- Base information including building footprints with elevations of each corner, parking and driveways, and major structures such as detention ponds, etc
- Each page signed, sealed & dated by professional engineer, surveyor, or architect, as applicable
- Contents of Plans:
 - Cover sheet
 - Site plan
 - Water and Wastewater plan
 - Grading, drainage and detention plan
 - Erosion and Sedimentation Control Plan
 - Floor plans and elevations

4. SITE DEVELOPMENT PLAN INCLUDE THE FOLLOWING:

a. Cover Sheet

- Name and Address of project
- Description of project and phases of development / master plan
- List agenda of planned inspections through each stage of development and list name of Engineer or person qualified to conduct those inspections
- Legal description of property and lot area
- Submittal date
- Sheet index
- Revision block
- Engineer, Architect, Landscape Architect, and Property Owner, Applicant's Name, address, phone, fax and e-mail address
- Location Map

b. Floodplain / Floodway and Report

- Delineation of floodplain and floodway on site plan and survey
- Indicate Base Flood Elevation and Finished Floor Elevation (BFE + 2' freeboard) for each structure & utility
- Indicate whether structures and utilities will be elevated or flood-proofed
- Initial Elevation Certificate based on construction drawings
- Indicate at what stage of development the 2nd Building Under Construction Elevation Certificate will be submitted to County Floodplain Administrator
- Add note acknowledging understanding that the County will not issue a "Certificate of Compliance" until final Finished Construction Elevation Certificate has been received
- If flood-proofing; Technical Bulletin 3-93 must be completed and submitted as required for the issuance of a "Certificate of Compliance"
- Development within the floodway, a "No Rise Certification" is required
- Give supporting documentation that a Conditional Letter of Map Revision is not required or add statement that CLOMR will be submitted

c. Dimensional Site Plan

- Boundaries of project including bearings, distance, angles, and dimensions
- Location and dimensions of pervious surfaces and specifications of materials used such as: roads, driveways, internal circulation, parking spaces and sidewalks
- Platted / recorded easements, setbacks, buffers, protected areas (Endangered Species, etc)
- Location and dimensions of buildings, loading docks, dumpsters, ground mounted equipment
- Locations of and dimensions of utilities, water wells, on-site sewage facilities, underground storage tanks, and any other improvements

d. Drainage Plan And Report

- Site grading plan
- Drainage Calculations - limit the rate of storm water runoff to ensure that no greater runoff is allowed than that of the site in its existing condition and that to the extent practicable, existing points of discharge shall continue to be utilized
- Existing and proposed grades / topographic contours at intervals not exceeding two feet
- Existing structures to be retained
- Location / dimensions of existing drainage features including lakes, streams, and ponds
- Location and elevation of the ultimate 100-year floodplain and the ultimate 25 year floodplain
- Location and dimensions of storm water detention structures or ponds
- Statement of approval of storm water placement into County or State Right of Way
- Location and size of all proposed storm water lines or surface drainage structures
- Drainage Statement (i.e. No Adverse Impact to adjacent or down stream property owners)

e. Erosion and Sedimentation Control Plan

- Limits of construction with standard notes and details

5. PROJECT FINALIZATION

- Contents of Plans Letter of final acceptance from Engineer, Architect, and Landscape Architect, as applicable, stating that the project has been completed and has been constructed according to the approved plans and specifications.
- Elevation, Floodproofing, No-Rise, Compaction and other Certificates received, and Letter of Map Revision / Amendment
- Certificate of Compliance Issued