

Town of Westlake
Construction Plan Review Checklist



Project Name: _____

Engineer: _____ Contact: _____

Address: _____

Date Received: _____ Date Reviewed: _____

Check boxes where applicable.

INITIAL SUBMITTAL REQUIREMENTS:

- 1 digital (.pdf format)
- 2 hard copies (24"x36")
- Civil Plans Application (complete)
- Plan Review Fees

CONSTRUCTION PLANS CONTENTS:

- Cover sheet
- Final Plat
- Topographic Survey
- Site Plan
- Demolition Plan (if applicable)
- Utility Plan
- Drainage Area Map and Calculations
- Paving Plan & Profile Sheets
- Storm Drain Plan & Profile Sheets
- Grading Plan
- Water & Sewer Layout
- Water line profiles
- Sewer line profiles
- Detail Sheets
- Erosion Control Plan
- Traffic Control Plan
- Landscape/Irrigation Plan
- Tree Survey
- Tree Protection Plan
- Lighting Plan

Town of Westlake
Construction Plan Review Checklist



TITLE BLOCKS ON ALL SHEETS:

- Engineer's Seal, Signature & Date
- Legal Description
- Project Title
- Sheet Numbers
- Sheet Title

COVER SHEET:

- Date
- Engineer, Surveyor, Owner Information (name, address, phone)
- Legal Description of Development
- Location/Vicinity Map
- Project Name
- Sheet Index
- Title of Plans (if different than legal)
- Title Vertical (along right edge)
- Town Approval Signature Block
- Town of Westlake, Tarrant or Denton County, Texas
- Westlake Town Logo

PLAT OF RECORD:

- Proposed Plat or Plat of Record

SITE PLAN (DIMENSION CONTROL):

- Construction notes
- Curb and/or edge of pavement
- Data table
 - Building areas (sf)
 - Lot area (acres)
 - Total build area (sf)
 - Required parking
 - Provided parking
- Drive aisles (24' min. for 2-way)
- Driveways (existing and proposed)
- Easements



Town of Westlake
Construction Plan Review Checklist

- North arrow and scale
- Parking spaces/islands
- Proposed buildings (sf)
- Setbacks/buffer zones
- Sidewalks
- Signs
- Legend

Shown but not dimensioned:

- Fire hydrants
- Manholes
- Proposed retention/detention
- Storm drain inlets and headwalls

Do not show:

- Contours and spot elevations
- Demolition
- Other utilities
- Storm drain pipes

UTILITY PLAN (EXISTING & PROPOSED):

- North arrow and scale

Water:

- Fire department connections
- Fire hydrant coverage radii
- Fire hydrants
- Fire protection lines
- Water line fittings (proposed only)
- Water line locations and sizes
- Water line stationing (proposed only)
- Water services and sizes

Sewer:

- Cleanouts



Town of Westlake
Construction Plan Review Checklist

- Manholes
- Sewer line locations and sizes
- Sewer line stationing (proposed only)
- Sewer services and sizes

Shown but not dimensioned:

- Easement / Lot / ROW lines
- Edge of pavement / back of curb lines
- Existing and proposed channels
- Other utilities
- Proposed buildings
- Storm drain manholes and headwalls
- Storm drain pipes, culverts and inlets
- Street / parking lot /islands

Do not show:

- Contours
- Drainage calculations
- Drainage notes
- Site plan dimensions
- Spot elevations

DRAINAGE AREA MAP:

- Benchmark
- Drainage area designations
- Existing and proposed channels
- Existing and proposed contours
- Existing and proposed drainage areas
- Existing buildings to remain
- Existing storm drain pipes and culverts
- Flow arrows (perpendicular to contours)
- North arrow and scale
- Proposed buildings
- Proposed spot elevations
- Proposed storm drain pipes and culverts



Town of Westlake Construction Plan Review Checklist

- Storm drain manholes, inlets, & headwalls
- Watershed limits (sub-area dividing lines)

Shown but not dimensioned:

- Buildings
- Easement / Lot / ROW lines
- Storm drain pipe, inlets and headwalls
- Street / Parking lot / Islands

Do not show:

- Fire hydrants
- Manholes / cleanouts
- Other utilities
- Sewer lines
- Site plan dimensions
- Water lines
- Water services
- Water valves

DRAINAGE AREA CALCULATIONS:

- Design points
- Drainage areas (acres)
- General notes
- Intensities (inches/hour)
- Runoff coefficients
- Runoff quantities (cfs)
- Times of concentration (min.)
- Watershed calculations for 5, 10, 25, 50 and 100 year storms to design points and cumulative

HYDRAULIC CALCULATIONS:

- Approach slope
- Bypass flow
- Coefficients of runoff
- Design discharges



Town of Westlake
Construction Plan Review Checklist

- Design points for 5, 10, 25, 50 and 100 year storms
- Design storm frequency
- Drainage areas (acres)
- Five year HGL – upstream and downstream
- Frictional gradients
- Gutter capacity
- Head losses (min of 0.2 ft)
- Inlet calculations for design storm
- Inlet type and size
- Loss coefficients
- Pipe lengths
- Pipe sizes
- Rainfall intensities
- Runoff intercepted (cfs)
- Street and ROW capacity
- Times of concentration
- Velocities – upstream and downstream

GRADING PLAN:

- Benchmarks
- Buffers/setbacks/easements
- Existing and proposed contours
- General notes
- North arrow and scale
- Proposed buildings
- Proposed finished floor elevations
- Proposed finished grade elevations
- Proposed spot elevations
- Sidewalk, curb, pavement, wall

Shown but not dimensioned:

- Existing and proposed channels
- Existing buildings to remain
- Fire hydrants
- Lot and ROW lines



Town of Westlake Construction Plan Review Checklist

- Manholes
- Power poles
- Proposed buildings
- Sidewalks
- Signs
- Storm drain inlets and headwalls
- Street lights
- Streets / parking lots / islands
- Water valves

Do not show:

- Buildings to be demolished
- Drainage calculations
- Drainage notes
- Site plan dimensions
- Water meters
- Water or sewer services

PAVING PLAN AND PROFILES:

Plan View:

- Alignment data (bearings, distances, curve data, etc.)
- Back of curb / ROW lines
- Benchmarks
- Centerlines
- Construction notes
- Curb inlets
- Driveways/medians/islands
- Easements
- Intersection/curb return radii
- Manholes
- North arrow and scale
- Property lines
- ROW / pavement widths
- Sidewalks
- Stationing



Town of Westlake Construction Plan Review Checklist

Profile:

- Construction notes
- Curb return and PI elevations
- Existing centerline elevation
- Existing left and right ROW elevations
- Proposed top of curb elevations on 50 ft intervals
- Stationing
- Vertical alignment data (VPI's, VPC's, VPT's, etc.)

Do not show:

- Contours
- Other utilities
- Sewer lines
- Spot elevations
- Storm drain lines
- Water and sewer services
- Water lines

WATER LINE PROFILES (12" OR LARGER):

- Existing and proposed surface elevations at centerline
- Fittings
- Pipe size and material
- Scale
- Stationing
- Top and bottom of pipe
- Top of pipe elevations (50 ft intervals)
- Utilities and storm drain crossings
- Valves
- Vertical alignment data

SEWER LINE PROFILES:

- Existing and proposed surface elevations at centerline
- Flowline elevations (50 ft intervals)
- Manhole flowline elevations
- Manhole rim elevations



Town of Westlake Construction Plan Review Checklist

- Manholes
- Pipe length, size, material and slope
- Stationing
- Top and bottom of pipe
- Utilities and storm drain crossings
- Vertical alignment data

STORM DRAIN PLAN AND PROFILES:

Plan View:

- Alignment data
- Benchmarks
- Centerline
- Construction notes
- Curb inlets and sizes
- Easement / Property Lines
- Fittings
- Manholes and sizes
- North arrow and scale
- Pipe locations
- Pipe sizes
- ROW/Back of curb lines
- Stationing

Profile:

- Construction notes
- Curb inlets and manholes
- Existing and proposed surface elevations at centerline
- Flowline elevations (50 ft intervals)
- Hydraulic grade line for design storm
- Manhole flowline elevations
- Manhole rim elevations
- Manholes
- Pipe length, size, material and slope
- Stationing
- Top and bottom of pipe



Town of Westlake
Construction Plan Review Checklist

- Top of curb elevations
- Utilities and storm drain crossings
- Vertical alignment data

Shown but not dimensioned:

- Driveways / intersections
- Other utilities
- Sewer lines
- Sidewalks
- Water and sewer services
- Water lines

Do not show:

- Buildings and utilities to be demolished
- Contours
- Drainage calculations
- Site plan dimension

DETAILS:

- Details copied from Town Engineering Standards
- Erosion Control
- Miscellaneous
- Sewer
- Storm Drainage
- Water