



CIVIL PLAN REVIEW CHECKLIST

The following checklist of requirements is provided to guide submittal preparation. This will be used by the city to insure the completeness of the application. Other information may be necessary on a case-by-case basis to clearly define the entire scope of work and to determine compliance with all applicable technical codes and ordinances.

The following checklist is not intended to be a definitive list of all information or a list of design requirements in preparation of civil drawings. Please refer to the city’s design manuals for complete design information.

Date _____ Printed Preparer’s Name _____

Preparer’s Signature _____

Check Off	Requirement
	APPLICATION SUBMITTAL
	Predevelopment meeting held
	Fee
	Application
	Checklist
	Three (3) rolled 24" x 36" copies: <ul style="list-style-type: none"> • Plat for residential OR Approve Site Plan for commercial and multi-family • Construction Details • Erosion Control Plan • Grading Plan • Paving Plan • Sidewalk Layout Plan • Sanitary Sewer Plan • Water Plan • Drainage Plan • Storm Drain Plan • Signage and Lighting Plan
	PDFs of all required documents
	GENERAL FEATURES
	North Arrow
	Scale (graphic and written) appropriate for the level of detail.
	Vicinity map, labeled "NTS," oriented and showing at least two nearby major thoroughfares.

Check Off	Requirement
	Legend
	Owner's block and Preparer's block. (name, address, and phone)
	Surveyor's Certificate.
	Engineer's Approval Block (see below)
	Title Block (near bottom right): <ol style="list-style-type: none"> 1. Project Name 2. Acreage 3. Subdivision name (phase if applicable) 4. Lot and block numbers 5. Survey name and abstract number 6. Location by City, County, State. (ETJ if applicable) 7. Date of preparation and date of latest revision. 8. Assigned Case Number

**CITY OF PILOT POINT
CAPITAL PROJECTS
RELEASE FOR CONSTRUCTION**

DATE _____ BY _____

PRIOR TO CONSTRUCTION, THE OWNER OR THEIR REPRESENTATIVE SHALL NOTIFY THE CITY OF PILOT POINT CAPITAL PROJECTS MANAGER AT 940-365-4941. CONSTRUCTION DRAWINGS STAMPED BY THE CITY OF PILOT POINT SHALL BE ON THE PROJECT SITE AT ALL TIMES DURING CONSTRUCTION. THE CITY OF PILOT POINT STANDARD SPECIFICATIONS FOR CONSTRUCTION SHALL TAKE PRECEDENCE OVER THESE PLANS WHENEVER IN CONFLICT THEREWITH; HOWEVER, THE MORE STRINGENT STANDARD MAY BE APPLIED AT THE DISCRETION OF THE CAPITAL PROJECTS MANAGER.



DISCLAIMER: ALL NECESSARY APPROVALS AND PERMITS SHALL BE ACQUIRED PRIOR TO CONSTRUCTION. APPROVAL OF PLANS BY THE CITY OF PILOT POINT DOES NOT RELIEVE THE ENGINEER OF RECORD OF THEIR RESPONSIBILITIES UNDER THE TEXAS ENGINEERING PRACTICE ACT.