



Melissa City Hall  
3411 Barker Avenue  
Melissa, Texas 75454  
Phone: (972) 838-2036

City File No.: \_\_\_\_\_

## Public Improvement Application

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

### Part I. PUBLIC IMPROVEMENT CONSTRUCTION PLANS

(To be completed by City of Melissa)

- ☐ Completed Application
- ☐ (If Final Plat is not applicable) Seven (7) Sets of Drawings: Individually Folded (8 1/2" x 11" size) or Rolled (sheet size 24" x 36") as deemed necessary with cover sheet facing out.
- ☐ Copy of Pre-Design Conference Meeting Minutes
- ☐ Completed Part II.
- ☐ Re-submittals shall include original Staff marked-up Drawings.

#### **\*\*NOTE\*\***

Upon engineering staff approval, submit the following sets of plans, and the Development Permit Application (if applicable). The developer should also schedule a pre-construction meeting with the city engineer prior to any construction.

Seven (7) 24"x36" sheet size blue or black-line prints

Three (3) 11"x17" sheet size reductions

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## PART II. CHECKLIST PERTINENT TO DRAWINGS – CONSTRUCTION PLANS:

All improvements required under the City of Melissa Subdivision Regulations, or improvements which, in the judgment of the city engineer, are necessary for the adequate provision of streets, utilities, drainage, services, and facilities to the subdivision and to surrounding areas of the city, shall be constructed at the sole expense of the developer, unless other provisions are approved by the city council.

The following is a checklist for items that shall be included, as applicable, on Construction Plans submitted for review. IT SHALL BE THE RESPONSIBILITY OF THE ENGINEER/ PROJECT MANAGER IN CHARGE OF PLAN PREPARATION TO REVIEW PLANS FOR COMPLIANCE PRIOR TO SUBMITTAL.

### Construction plans

- |                          |                          |    |  |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | a. | Construction plan and profile sheets for all public improvements shall be submitted with the final plat.   |
| <input type="checkbox"/> | <input type="checkbox"/> | b. | The approval of the final plat shall be contingent upon acceptance of construction plans and specifications by the city engineer.  |
| <input type="checkbox"/> | <input type="checkbox"/> | c. | Construction plans and profiles shall be drawn on 24" x 36" sheets.  |
| <input type="checkbox"/> | <input type="checkbox"/> | d. | Each sheet shall include a north arrow, scales, date, and bench mark description. Bench marks shall be to sea level datum.   |
| <input type="checkbox"/> | <input type="checkbox"/> | e. | Each sheet shall show the seal and signature of the professional engineer who prepared the plans.  |
| <input type="checkbox"/> | <input type="checkbox"/> | f. | Plans and profiles of each street with top of curb grades shown shall be provided.   |
| <input type="checkbox"/> | <input type="checkbox"/> | g. | Scale of street plans and profiles shall be one inch equals 40 feet horizontally and one inch equals 4 feet vertically or such other scale as approved by the city engineer.   |
| <input type="checkbox"/> | <input type="checkbox"/> | h. | The cross section of proposed streets, alleys and sidewalks showing the width and type of pavement, base and subgrade and location within the right-of-way.  |
| <input type="checkbox"/> | <input type="checkbox"/> | i. | A plan and profile of proposed sanitary sewers with grades and pipe size indicated and showing locations of manholes, cleanouts and other appurtenances, section of embedment.   |
| <input type="checkbox"/> | <input type="checkbox"/> | j. | A plan of the proposed water distribution system showing pipe sizes and location of valves, fire hydrants, fittings and other appurtenances, with a section showing embedment.   |
| <input type="checkbox"/> | <input type="checkbox"/> | k. | A plan to scale of all areas contributing storm water runoff or drainage within and surrounding the proposed subdivision. Such plan shall indicate size of areas, storm frequency and duration data, amounts of runoff, points of concentration, time of concentration and other data necessary to adequately design drainage facilities for the area. |
| <input type="checkbox"/> | <input type="checkbox"/> | l. | A plan and profile of proposed storm sewers, showing hydraulic data, pipe grades and sizes, manholes, inlets, pipe connections, culverts, outlet structures, bridges and other structures.   |

### Design Standards

- |                          |                          |    |   |
|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | a. | All design standards listed in sections 4.01 through 4.09 of Melissa's Subdivision Ordinance shall apply to the design of all public improvements.  |
| <input type="checkbox"/> | <input type="checkbox"/> | b. | City of Sherman Methodology, Design Criteria, Submittals, and Construction Plan requirement for Design of Drainage Structures, including criteria for storm water detention apply until the City of Melissa formally adopts policies specific to the City of Melissa. |

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|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | c. | City of Plano Manual for the Design of Water and Sanitary Sewer Lines apply until the City of Melissa adopts policies specific to the City of Melissa.   |
| <input type="checkbox"/> | <input type="checkbox"/> | d. | The specifications for materials and workmanship shall conform to the latest edition of the "Standard Specifications for Public Works Construction" published by the North Central Texas Council of Governments.   |
| <input type="checkbox"/> | <input type="checkbox"/> | e. | Standard construction details shall conform to the latest edition of the "Standard Specifications for Public Works Construction" published by the North Central Texas Council of Governments, except as otherwise modified or approved by the city engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | f. | All plans shall include all applicable City of Melissa standard construction details.  |
| <input type="checkbox"/> | <input type="checkbox"/> | g. | All construction plans shall include a copy of the final plat immediately following the Cover Sheet.   |
| <input type="checkbox"/> | <input type="checkbox"/> | h. | City of Melissa standard notes shall be included with all plans immediately following the Final Plat   |

### Cover sheet information

- |                          |                          |    |        |
|--------------------------|--------------------------|----|--------|
| <input type="checkbox"/> | <input type="checkbox"/> | a. | Title: |
|--------------------------|--------------------------|----|--------|

### **Construction Plans for Public Improvements**

**for**

**(Insert Name and Phase of Subdivision or name of utility project)**

- |                          |                          |    |  |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | b. | date or (dates of revision are also to be added with each modified set of plans)   |
| <input type="checkbox"/> | <input type="checkbox"/> | c. | the names, addresses, and phone numbers of the owner, developer, land planner, engineer, and surveyor responsible for actual design of the subdivision |
| <input type="checkbox"/> | <input type="checkbox"/> | d. | City of Melissa signature block with approval signatures from all applicable franchise utility companies   |
| <input type="checkbox"/> | <input type="checkbox"/> | e. | Sheet index  |
| <input type="checkbox"/> | <input type="checkbox"/> | f. | Vicinity map   |

