

City of Pampa Engineering Department
Plan Review Checklist
New Subdivision Construction

Checklist is for guidance only. The following are items that at a minimum will be checked on plans by the City of Pampa Engineering Department for new subdivision construction. This check is independent of the Fire Department and Building Official.

GENERAL

- _____ Plans for new subdivision shall be ARCH D Size (24" x 36") or Ledger Size (11" x 17")
- _____ 3 Copies of Plans for Review
- _____ Title Page with a Vicinity & Location Map
- _____ Title Page contains name of subdivision, name, and address of developer
- _____ Title Page contains the following signature blocks for approval:
 - Director of Public Works
 - City Engineer
 - Utility Construction Superintendent
 - Building Official
 - Fire Marshall
- _____ Coordinate System based on Texas State Plane Zone 1, Zone 5326, FIPS 4201, TX-North (Feet)
- _____ Existing Site Survey with location of permanent markers and benchmarks
- _____ Plans show location of property lines
- _____ Plans clearly indicate all lot numbers, block numbers, lot distances, street names, etc.
- _____ North Arrow shown on all applicable sheets
- _____ Location of building setback lines, if applicable
- _____ Location of existing and/or proposed easements
- _____ Include Drainage Plan with calculations for 2-, 25-, and 100-yr events; show combined flows
- _____ Include Nonstandard Detail Sheets (if project requires it)
- _____ Include applicable City of Pampa Standards
- _____ Origin points of street and alley alignments show coordinates
- _____ Pad elevations shown
- _____ Base flood elevations shown, if applicable

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_____ Plans for stormwater management and erosion control included

_____ Traffic Control Plan included in accordance with the latest edition of the Texas Manual of Uniform Traffic Control Devices, if applicable

_____ Contact information for City Engineering Department shown on Title Page (City of Pampa Engineering Department Contact: Cary Rushing, Project Manager, 806-669-5750)

_____ Contact information for Water Office for water & sewer Locates on Title Page (806-669-5810)

_____ Construction cost estimate prepared by engineer of record included with plans

NOTE: Results of geotechnical, density and concrete testing submitted to City Engineering Department in a timely fashion (density testing due before asphalt is laid down for streets and alleys)

WATER & SANITARY SEWER PLANS

_____ Utility plans prepared by or under the direct supervisions of a Texas licensed professional engineer. Plans shall bear the licensee's seal and signature.

_____ Plans show location of existing and proposed water and sewer mains

_____ Show location of sewer and water service taps; service line taps extend to property, ROW or easement lines, perpendicular to main

_____ Plan and profiles for utilities prepared using one of the following scales

Horizontal

1 in. = 20 ft.

1 in. = 50 ft.

Vertical

1 in. = 2 ft.

1 in. = 5 ft. or 1 in. = 10 ft.

_____ Profile views shown for sanitary sewer mains of all sizes and water mains 6 inches or greater

_____ Method of determining elevations described in plans (i.e., estimated, field verified, as-built information, calculated, etc.); existing water and sanitary sewer mains shown on plans

_____ All utilities, existing and proposed, dimensioned off property/right-of-way lines, and labeled as existing or proposed

_____ Dimensions shown demonstrating required separation between sewer and water

_____ Stations shown for all bends, fittings, air valves, blowoffs, valves, manholes, point of curvature (P.C.), point of tangency (P.T.), point on a curve (P.O.C.), point of reverse curve (P.R.C.), end of line (E.O.L.), begin and end bores, begin and end casing, sewer taps, and other significant features

_____ Existing ground within the right-of-way and/or easement shown on P/P along with proposed or existing street and alley grades

_____ Sewer profile shows grade and flow lines

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- _____ Stationing begins at low end of sanitary sewer lines and labeled in 50 ft. increments
- _____ Stationing increases from left to right
- _____ Previous project stationing may be used to continue an alignment
- _____ Profile view calls out required minimum vertical separations where utilities cross perpendicular
- _____ Sanitary sewer main that is dead end extends to center of last lot served with manhole at the end of the line
- _____ Plans show finished grades necessary for fire hydrants, valve boxes, manholes, etc.
- _____ City of Pampa CC'd in Submittal Letter to TCEQ Wastewater Permits Section
- _____ City of Pampa designated as the owner of any proposed utility improvements in TxDOT right-of-way

NOTE: The City of Pampa will not be responsible for conflict in elevation between existing lines and proposed lines. Any conflicts that require an alteration shall be included in an As Built to the City.

PAVING PLANS

- _____ 37' B-B residential streets
- _____ 2' or 2.5' C&G
- _____ Location and width of existing and proposed streets shown with widths, names, and width of rights-of-way
- _____ Plan and profile prepared with final left and right road profiles (for roads) as well as existing natural grades shown; centerline stationing also shown based on an alignment
- _____ Scale equal to that of Utility P/P
- _____ Paving P/P and Utility P/P can be shown on the same sheet
- _____ Profile for alley shown is centerline
- _____ Show bearing of alignment on plan
- _____ Show horizontal alignment equations of street and alley
- _____ Additional layout information shown where profile grades do not parallel station lines (ex. Cul-de-sacs)
- _____ Top of curb elevation at each station, points of curvature (P.C.), points of tangency (P.T.), vertical points of intersection (V.P.I.) and end of separate curbs shown

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- _____ Curb returns and other critical points where construction may temporarily terminate shown
- _____ Vertical curve data shown
- _____ Grade breaks more than 1% require a vertical curve
- _____ Location and width of proposed and existing sidewalks in the right-of-way and/or easements shown
- _____ Plans show Curb BOC, TOE and Valley Gutters
- _____ TOE at radius extends to intersect TOE of intersecting street (does not follow radius)
- _____ Minimum street curb and gutter and alley grades are 0.4%
- _____ Minimum valley gutter grade is 0.5%
- _____ Minimum percent grade for curb and gutter curves leading into and around cul-de-sacs is 0.6%
- _____ Minimum percent grades around curb and gutter radii at street intersections 1.5% and maximum 5% at downstream side of intersection (0% minimum, 5% maximum upstream side)
- _____ Stationing increases from left to right across the plan sheet

NOTE: Minimum Design Speeds – 35 mph for residential streets, 20 mph for alleys