

INSTRUCTIONS

For purposes of plan review, plans must be submitted with this checklist to be considered as complete, thus providing the best opportunity for approval.

Please check each box to indicate if the item is included and list the applicable sheet number or any of the following: **N/A** – Not Applicable, **ATT** – Attached, **IP** – In Progress (not submitted for review), **UR** – Under Review (already submitted for review), **RS [List Sheet No.]** – Revisions Submitted

For **paper** plan submission: Complete and attach this checklist to each plan set.

For **electronic** plan submission. Complete and upload this checklist to the Prerequisite Checklist subfolder under Documents.

General Requirements		
	Item Description	Sheet No.
<input type="checkbox"/>	Cover sheet showing project address, index of sheets, and vicinity map	
<input type="checkbox"/>	Copy of the survey of the property	
<input type="checkbox"/>	Copy of the recorded subdivision plat (with lot, block, and subdivision name)	
<input type="checkbox"/>	Existing conditions and demolition plan	

Site Plan Requirements		
	Item Description	Sheet No.
<input type="checkbox"/>	Name of street(s), right of way width, and pavement width for street(s) abutting the property	
<input type="checkbox"/>	Illustrate proposed driveway width, radius, and driveway material (asphalt or concrete)	
<input type="checkbox"/>	Illustrate distance from proposed driveway to closest property line (radius cannot extend past property line)	
<input type="checkbox"/>	Show location of all obstacles in the right of way (i.e. power poles, light poles, cable/guy wires, existing trees, traffic signs/cabinets, fire hydrants, manhole covers, curb inlets, water meters)	
<input type="checkbox"/>	Show location of all existing driveways (any driveway not providing access to property shall be removed and restored with curb and gutter or open ditch, based on type of street)	

Proposed Driveway on Open Ditch Street		
	Item Description	Sheet No.
<input type="checkbox"/>	Illustrate center line of existing ditch	
<input type="checkbox"/>	Illustrate high bank of existing ditch	
<input type="checkbox"/>	Illustrate distance between property line to high bank of ditch	
<input type="checkbox"/>	Illustrate distance between property line to center line of ditch	
<input type="checkbox"/>	Illustrate distance between property line to edge of street	
<input type="checkbox"/>	Illustrate culvert type (HDPE/RCP)	
<input type="checkbox"/>	Illustrate culvert diameter (24-inch minimum or equivalent)	
<input type="checkbox"/>	Illustrate culvert length and headwall (culvert length must equal to driveway width; lengths greater than 40' require submittal of plan and profile drawings to Office of the City Engineer for approval).	

Access Management Form		
	Item Description	Sheet No.
<input type="checkbox"/>	Copy of Access Management Form approval letter (attached to site plan) — refer to Ch. 15 of COH Infrastructure Design Manual (IDM) 2020 IDM Link	
<input type="checkbox"/>	Copy of Traffic Impact Study approval letter (attached to site plan) if applicable	

Driveway on Other Agencies Right of Way		
	Item Description	Sheet No.
<input type="checkbox"/>	New and/or existing driveway located on other agencies right of way (ROW) requires separate approval from agency owners.	

Driveway Access Not at Median Opening		
	Item Description	Sheet No.
<input type="checkbox"/>	Show driveway access no less than 75' from median nose	

Sidewalks on Public Right of Way		
	Item Description	Sheet No.
<input type="checkbox"/>	New sidewalk ordinance took effect last October 1, 2020. Planning department will approve all sidewalk widths and locations. Traffic only reviews for applicability of sidewalk construction details. Planner of the day phone #: 832-394-8849	

Americans with Disabilities Act (ADA) Ramps		
	Item Description	Sheet No.
<input type="checkbox"/>	All sidewalks at street intersections and driveways have ADA compliant ramps	
<input type="checkbox"/>	Illustrate corner ramp and add note on site plan stating "ADA ramp per COH Drawing No. 02775-02"	

Bicycle Facilities		
	Item Description	Sheet No.
<input type="checkbox"/>	New bicycle lane or obstruction of an existing bicycle lane within the vicinity of the project requires separate approval from TDO, contact Ms. Katrina Bayer at Katrina.bayer@houstontx.gov.	

Parking Analysis and Layout		
	Item Description	Sheet No.
<input type="checkbox"/>	Show dimensions of standard parking stall width/depth	
<input type="checkbox"/>	Show dimensions of standard aisle width	
<input type="checkbox"/>	Show dimensions of ADA parking stall and access aisle	
<input type="checkbox"/>	Show and provide dimensions of wheel stops	
<input type="checkbox"/>	Show ADA signage	
<input type="checkbox"/>	Show location of dumpster inside the property	
<input type="checkbox"/>	Show crosswalk from public sidewalk to the building entrance, per ADA requirements	

Parking Pad (Open Ditch Enclosure) in Right of Way		
	Item Description	Sheet No.
<input type="checkbox"/>	Parking pads are not allowed in the City right of way.	

Encroachments in the Right of Way		
	Item Description	Sheet No.
<input type="checkbox"/>	Any encroachment in the City's right of way requires separate approval, contact Hannah Yi at HANNAH.YI@HOUSTONTX.GOV for encroachment approval. Provide a copy of the encroachment approval letter.	

Relocation of Existing Storm Inlet and/or Fire Hydrant		
	Item Description	Sheet No.
<input type="checkbox"/>	Relocation of existing storm inlet and/or Fire Hydrant requires OCE plans to be submitted by a Licensed Engineer in the state of Texas to the Office of the City Engineer. Show ILMS project number of the OCE plans on the site plan and provide copy of the approved plans.	

Private Alleys		
	Item Description	Sheet No.
<input type="checkbox"/>	Private Alleys are for residential use only and are not maintained by the City. The right of way (ROW) of a private alley must comply with City of Houston residential driveway requirements.	
<input type="checkbox"/>	On the site plan, show alley connection to public street, call out the name of the street and ROW width.	
<input type="checkbox"/>	Illustrate alley driveway approach width, radius, and pavement type (concrete or asphalt).	
<input type="checkbox"/>	Illustrate the distance of the proposed alley driveway approach to closest property line. If the alley driveway approach is encroaching, provide a No Objection letter from the encroaching lots.	
<input type="checkbox"/>	If a culvert is required, illustrate culvert length, type, diameter, and headwalls.	
<input type="checkbox"/>	Show all existing right of way conditions on the private alley (i.e. power poles, guy wires, inlets, fire hydrants, traffic signs, etc.)	

Alleys Maintained by the City of Houston		
	Item Description	Sheet No.
<input type="checkbox"/>	A small number of Alleys are maintained by the City of Houston and can be accessed by commercial and residential properties. List of alleys that are maintained by the City can be found here Alley's Maintained by the City of Houston .	

Standard Details (select as applicable and attach to site plan)		
	Item Description	Sheet No.
<input type="checkbox"/>	COH Drawing No. 02754-01B: Driveway Detail with 6" Curbed Streets (curb and gutter)	
<input type="checkbox"/>	COH Drawing No. 02754-01A: Driveway Detail / Local Residential Street (open ditch)	
<input type="checkbox"/>	COH Drawing No. 02754-03: Proposed Sidewalk Through Driveway with Excessive Elevation Difference	
<input type="checkbox"/>	COH Drawing No. 02771-01: Curb Gutter Header Detail (curb replacement)	
<input type="checkbox"/>	COH Drawing No. 02775-02: Wheelchair Ramp Details (ADA ramps at corners and driveways)	
<input type="checkbox"/>	COH Drawing No. 02755-03: Parallel Curb Ramp	
<input type="checkbox"/>	COH Drawing No. 02755-05: Commercial Curb Ramp Details	
<input type="checkbox"/>	COH Drawing No. 02755-06: Detectable Warning Curb Ramp Details	
<input type="checkbox"/>	COH Drawing No. 02081-06: Storm Sewer Junction Box with Lid or Grate Top	
<input type="checkbox"/>	COH Drawing No. 01510-07: Pavement Markings for Accessible Parking	
<input type="checkbox"/>	COH Drawing No. 31-02: Space Requirements for Off Street Parking	