

INSTRUCTIONS:

For the purpose 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 Process (not submitted for review), **UR** – Under Review (already submitted for review), **RS [list Sheet No.]** – Revision Submitted.

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 most recent survey of the property	
<input type="checkbox"/>	Copy of the recorded subdivision plat (with lot, block, and subdivision name)	

Site Plan Requirements		
	Item Description	Sheet No.
<input type="checkbox"/>	Name of street(s) abutting the property	
<input type="checkbox"/>	Right-of-way width for street(s) abutting the property	
<input type="checkbox"/>	Show existing and proposed buildings	
<input type="checkbox"/>	Show proposed driveway width, radius and driveway approach pavement material (asphalt or concrete)	
<input type="checkbox"/>	Show distance from edge of proposed driveway to closest property line (driveway radius cannot extend past the property line)	
<input type="checkbox"/>	Proposed driveway must be of consistent width within the right of way.	
<input type="checkbox"/>	Driveway must remain tangential (unobstructed) for a minimum of 20' past the property line (for building without garage) or 17' (for building with garage)	
<input type="checkbox"/>	For corner lots, provide the distance between the edge of driveway and the property line near the street intersection, minimum 20 ft required.	
<input type="checkbox"/>	For corner lots, show the visibility triangle at the corner of the property.	
<input type="checkbox"/>	Call out the width and pavement type of the proposed walkway.	
<input type="checkbox"/>	Show location of all existing driveways (any existing driveway not providing access to the property must be removed and replaced with new curb & gutter or regrade the open ditch with sod/grass for positive drainage flow (based on type of street).	
<input type="checkbox"/>	For new curb & gutter, call out the linear feet of new curb to be installed. New curb & gutter shall comply with code Section 3110.4.7 for Street curb and gutter replacement. Provide the Curb, Curb and Gutter and Header Details Dwg No. 02771-01 with signatures.	

TRAFFIC RESIDENTIAL PLAN REVIEW CHECKLIST

<input type="checkbox"/>	Show existing right of way conditions. Show the location of existing power poles, light poles, guy wires, traffic signs/ cabinets, parking meters, METRO bus stops, fire hydrants, water valves, water meters, storm inlets, manholes, utility markers, historic monuments, subdivision markers etc.	
<input type="checkbox"/>	For detached residential addition (Parking) - A detached secondary dwelling unit will require an additional parking space that has independent ingress and egress from the property (it cannot obstruct the two spaces that are required for the primary dwelling unit). The minimum dimensions of the parking space must be eight and a half feet by nineteen feet (8.5' x 19').	
<input type="checkbox"/>	For Access from Major Thoroughfare - A single-family residential lot shall not have direct vehicular access to a major thoroughfare unless: (1) The lot takes vehicular access to a major thoroughfare through a shared driveway that meets the requirements of Article III, division II, subdivision B of the City of Houston Code of Ordinances; or (2) The lot is greater than one acre in size and the subdivision plat contains a notation adjacent to the lot requiring a turnaround on the lot that prohibits vehicles from backing onto the major thoroughfare. Planning approval is required prior to Traffic approval.	

Proposed Driveway on Open Ditch Street		
	Item Description	Sheet No.
<input type="checkbox"/>	Show the centerline and high banks of the existing ditch. Call out the distances between property line and high bank, centerline and high bank, edge of the pavement and high bank of the ditch.	
<input type="checkbox"/>	Provide driveway culvert and label its length, type (RCP/HDPE), and diameter. Minimum culvert size shall be 24 inch or equivalent (elliptical or arch pipe), if bigger size is found in the field investigation; it shall match upstream or downstream culvert pipe size. Install appropriate structures (i.e., headwall) at both sides of inlet and outlet of a culvert.	
<input type="checkbox"/>	Provide driveway culvert spacing. If the distance between the proposed driveway culvert(s) and/or neighboring culvert is less than 8 ft long (COH IDM Chapter 15, Table 15.08.02 - (5)), options shall be considered to address maintenance challenges and may include replacement of short distance between culverts with a long run culvert or provide a junction box with grate top to connect the two culverts. Attach and refer to Dwg No. 02081-06.	
<input type="checkbox"/>	For open ditch street and local residential streets provide Reinforced Concrete Driveway and Sidewalk details (Dwg No. 02754-01A) with signatures.	

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Sidewalks in Public Right of Way		
	Item Description	Sheet No.
<input type="checkbox"/>	<p>A new sidewalk ordinance took effect last October 1, 2020. Planning Department will approve all sidewalk widths and locations. For additional information, contact Planning Department at PD.sidewalkandrealm@houstontx.gov or at 832.394.8849.</p> <p>Traffic only reviews for the applicability of the sidewalk construction details.</p> <p>Note: If a plan was submitted prior to October 1, 2020 the review will follow the policies and criteria in place at the time of the first submittal. However, the applicant can elect to follow the new ordinance.</p>	
<input type="checkbox"/>	Show the sidewalk score through the proposed driveway. Refer to Driveway and Sidewalk details (Dwg No. 02754-01B) for placement of driveway score.	
<input type="checkbox"/>	If water meter is on the proposed sidewalk it must be flushed with the sidewalk and be installed in concrete box.	

Americans with Disabilities Act (ADA) Ramps		
	Item Description	Sheet No.
<input type="checkbox"/>	All sidewalks at street intersections require ADA compliant ramps with detectable warning domes.	
<input type="checkbox"/>	For ADA Ramp at T-intersection, provide one-way directional ADA compliant Wheel chair ramp with truncated domes showing all the conflicts with traffic signs, fire hydrant, power pole and light pole, with sidewalk and ramps sloped as per ADA, TAS requirements.	
<input type="checkbox"/>	ADA Ramp/Walkway Culvert. Provide culvert and label its length, type (RCP/HDPE), and diameter. Minimum culvert size shall be 24 inches or equivalent, if bigger size is found in the field investigation; it shall match upstream or downstream culvert pipe size. Install appropriate structures (i.e., headwall) at both sides of inlet and outlet of a culvert.	
<input type="checkbox"/>	<p>Illustrate the corner ramp and add note on the site plan stating the standard drawing detail number. (i.e. "ADA ramp per COH Drawing No. 02775-02 and 02775-06")</p> <p>Refer to the link below for the City of Houston ADA Ramp Standard Drawing Details. https://www.houstonpermittingcenter.org/office-city-engineer/design-and-construction-standards#agency-links-1516</p>	

Relocation of Existing Storm Inlet		
	Item Description	Sheet No.
<input type="checkbox"/>	When driveway location conflicts with existing storm water inlet; please submit drawings prepared by Licensed Engineer in the State of Texas to the Office of City Engineer (OCE). Call out the ILMS project number of the OCE drawings on the site plan	

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Relocation of center point Power pole/Guy wire		
	Item Description	Sheet No.
<input type="checkbox"/>	Call out the power pole and the Guy wire in the right of way. If needed, provide a note stating that the owner is responsible for the contact/relocation process of the guy wire and the fees associated with CenterPoint energy. Contact Ted Broaddus at 713-945-4242 for assistance in power poles & guy wires lines, and Norbert Gonzales at 713-598-2324 for assistance in electrical	

Traffic Signs		
	Item Description	Sheet No.
<input type="checkbox"/>	For relocation, removal, and addition of traffic signs, please contact Ms. Paula Hunter from Traffic Operations at Paula.Hunter2@houston.tx.gov	

Offset Distance – Fire Hydrant		
	Item Description	Sheet No.
<input type="checkbox"/>	The existing fire hydrant must be at least 5 ft away from non-curbed driveways and 3 ft away from curbed driveways.	

Offset Distance – Storm Inlet		
	Item Description	Sheet No.
<input type="checkbox"/>	The proposed driveway radius must be offset at least 2 ft from the existing storm inlet.	

Offset Distance – Power pole		
	Item Description	Sheet No.
<input type="checkbox"/>	The proposed driveway radius must be offset at least 2 ft from the existing power pole.	

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. 02771-01: Curb Gutter Header Detail (curb replacement)	
<input type="checkbox"/>	COH Drawing No. 02775-02: Wheelchair Ramp Details	
<input type="checkbox"/>	COH Drawing No. 02775-03: Parallel Curb Ramp	
<input type="checkbox"/>	COH Drawing No. 02775-06: Detectable warning domes Details	
<input type="checkbox"/>	COH Drawing No. 02081-06: Storm Sewer Junction Box with Lid or Grate Top	

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Private Use Alleys		
	Item Description	Sheet No.
<input type="checkbox"/>	Show alley connection to public street, call out the name of the street and right-of-way width. Provide Alley driveway approach width, radius, and pavement type. Call out the distance between the edge of the proposed alley driveway approach to closest property line. If the alley driveway approach radius is encroaching, provide a No Objection letter from the encroaching lots. If a culvert is required (in an open ditch street), call out culvert length, type, & diameter. Match culvert length to driveway width and install headwalls at both inlet and outlet of the culvert. Show sidewalks (existing or proposed) and all existing right of way conditions in the alley (power pole, guy wires, inlets, fire hydrants, traffic signs, etc.)	
<input type="checkbox"/>	Alley Driveway Approach Width: Min is 12-ft & Max is 24-ft Alley Driveway Approach Radius: Min is 4-ft & Max is 10-ft Pavement Type: Concrete or Asphalt Culvert Diameter (if required): 24-in (minimum) or equivalent (elliptical or arch pipe) Culvert Type (if required): RCP or HDPE	

Tree Protection/Tree Removal in Right of Way		
	Item Description	Sheet No.
<input type="checkbox"/>	Show location, caliper, and species of all existing trees in right of way	
<input type="checkbox"/>	Provide a copy of Urban Forestry approval stamp	