



## **SUMMARY OF CIVIL PLAN REVIEW APPLICATION REQUIREMENTS**

### **Application Review Requirements:**

1. Meet with Development Services Staff to review the application requirements for your specific request.
2. Completed application with signatures of owners and applicant. **NOTE: This application must be notarized by the owner.**
3. Application Fees:  
Actual cost of the review by the city contracted engineering company. All fees are to be paid before staff files any plats or issues any permits. If the fees are not paid a lien will be filed against the property.
4. Must have the address and/or the lot, block and subdivision name or legal description of the subject property.
5. Submit any drawing, plans, exhibits, information about proposed uses in order to ensure that the request is understood. Development Services Staff will let you know if additional copies are needed and what size they need to be.
6. The drawing required are 3 full size sets (24"x36").
7. Digital set of plans will need to be copied on a usb drive and submitted with the application. The usb drive will not be returned and can contain all sets to be reviewed.
8. This application for the Civil Plan Review will not be accepted if it is incomplete. Staff will not retain partial packets.

**Application must be signed and notarized by the property owner before the plans can be scheduled with the engineering company.**

### **DELIVERY ADDRESS:**

DEVELOPMENT SERVICES DEPARTMENT  
CITY OF KAUFMAN  
209 S. WASHINGTON  
KAUFMAN, TEXAS 75142

**DIRECT QUESTION TO DEVELOPMENT SERVICES STAFF AT  
(972)-932-2216  
FAX NUMBER (972)-932-6288**

Case Number These Plans Are Attached To: \_\_\_\_\_



## CIVIL PLAN REVIEW APPLICATION

**1. Site Location:**

General Street Location: \_\_\_\_\_ PID: \_\_\_\_\_

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

Lot, Block, & Subdivision Name: \_\_\_\_\_

**2. Applicant:**

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

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

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

**3. Property Owner:**

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

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

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

**4. Consultant (Architect, Engineer, etc.):**

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

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

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

**I UNDERSTAND THAT IT IS NECESSARY FOR ALL ENGINEERING FEES TO BE PAID BEFORE STAFF FILES ANY PLATS OR ISSUES ANY PERMITS. IF THE FEES ARE NOT PAID A LIEN WILL BE FILED AGAINST THE PROPERTY.**

**Who will be responsible for paying for any City of Kaufman engineering fees? If it is "Other" you will need to complete the following and they will have to notarize this application:**

**Applicant**                       **Property Owner**                       **Consultant**

**Other Name:** \_\_\_\_\_  
**Other Mailing Address:** \_\_\_\_\_  
**Other Phone:** \_\_\_\_\_ **Other Email:** \_\_\_\_\_

**I hereby authorize the undersigned applicant to act as my agent for the representation and/or presentation of the request.**

Applicant signature: \_\_\_\_\_

BEFORE ME, the undersigned, a Notary Public in and for said State of Texas, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

STAMP \_\_\_\_\_  
Notary Public

Owner signature: \_\_\_\_\_

BEFORE ME, the undersigned, a Notary Public in and for said State of Texas, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

STAMP \_\_\_\_\_  
Notary Public

Person Paying Engineering Fees Signature: \_\_\_\_\_

BEFORE ME, the undersigned, a Notary Public in and for said State of Texas, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

STAMP \_\_\_\_\_  
Notary Public

## **Kaufman Subdivision Regulations:**

### **Section 2.5: Procedures and Submission Requirements for Final Plat Approval**

- E. Before approval of any final plat by the City Council and the Planning and Zoning Commission, the developer shall prepare, or have prepared, and submit the required copies of the complete engineering construction plans of streets, alleys, storm sewers and drainage structures, and water and sanitary sewer improvements for the area covered by the final plat. Prior to approval of the final plat, a set of construction plans marked "approved" must be on file at the City. A drainage plan showing how the drainage of each lot relates to the overall drainage plan for the plat under consideration shall be submitted with the construction plan. The drainage plan shall be made available to each builder within the proposed subdivision and all builders shall comply with the drainage plan. The developer shall have these plans prepared by their own professional engineers subject to approval of the plans by the City of Kaufman. The City Planner shall review or cause to be reviewed, the plans and specifications and if approved, shall mark them approved and return one set to the developer. If not approved, two (2) sets shall be marked with the objections noted and returned to the applicant or developer for correction. The subdivider shall provide additional sets of corrected engineering plans as specified by the City Engineer for use during construction.

After approval of the plat, plans, and specifications by the City of Kaufman, the developer shall cause a contractor to install the facilities in accordance with the approved plans and standard specifications of the City and at the developer's expense (also see Section 6). The developer shall employ engineers, surveyors, and other professionals as necessary to design, stake and supervise the construction of such improvements, and shall cause his contractor to construct the said improvements in accordance with these regulations. The City shall inspect the installation of the improvements.

When all of the improvements are found to be installed in accordance with the approved plans and specifications, and after the improvements have been completed, and upon receipt by the City of Kaufman of a maintenance bond or certificate of deposit in accordance with Section 6 of this Ordinance from each contractor, three (3) sets of "AS BUILT" (or "Record Drawing") plans and one (1) set of "As-Built" or "Record Drawing" sepias shall be submitted with a letter stating the contractor's compliance with these regulations. After such letter is received, the City Manager or his designee shall receive and accept for the City of Kaufman the title, use and maintenance of the improvements according to Section 6.7.