



CITY OF ALLEN
RESIDENTIAL DEVELOPMENT PROJECT
PRE-CONSTRUCTION CONFERENCE CHECKLIST

DATE:	PROJECT:	-EGDV
TIME:	LOCATION:	

APPROVED PLANS, SPECS, AND DETAILS ON PROJECT AT ALL TIMES

THIS CHECKLIST MAY NOT BE ALL INCLUSIVE - IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY ALL STANDARDS AS PER THE CITY OF ALLEN LAND DEVELOPMENT CODE.

Fee Payment:

Clearing & Grading Permit \$50.00	Date Paid ____/____/____	N/A _____
Development Permit \$100.00	Date Paid ____/____/____	
Inspection Fee @ 3.2% = \$ _____	Date Paid ____/____/____	

Water/Sewer Impact Fees are Due at the time of meter purchase from utility billing.
Roadway Impact Fees are Due at the time of Building Permit Application.
Fee schedules and structure can be found on the City Website www.CityofAllen.org - Engineering Department Page - Land Development Section (Fee Summary Table)



Estimated Completion Date: _____

The following must be complete to qualify for City acceptance (Certificate of Occupancy):

- | | |
|--|---|
| 1. Utility installation | 5. Landscaping/irrigation inspection by Parks |
| 2. Grass establishment and erosion control | 6. Dumpster inspection by Community Services |
| 3. Signage in the public ROW (if applicable) | 7. Engineering walkthrough and inspection |
| 4. Off-site improvements/restoration (if applicable) | |

(see attached close-out checklist)

For watering restriction/variance questions, contact Gail Donaldson gdonaldson@cityofallen.org 214.509.4559

Required Fire Lanes are to be completed and marked to City Standards prior to the building going above grade level. Fire mains are required to be permitted through the Fire Department and inspected by the Fire Marshall (from the tap to the buiding). Permit application attached.

- Final Plat of property: Approved _____ Recorded _____
- Offsite Easements: Drainage _____ Power _____ Telephone _____ Access _____
Storm _____ Water _____ Waste Water _____
- Permits: Railroad _____ Highway _____ Other _____
- Public utility conflicts: Electric _____ Gas _____ Telephone _____ Other _____

5. Paving contractor: _____ Ins. Cert. _____
 Subcontractor: _____ Ins. Cert. _____
 Sidewalk Contractor: _____ Ins. Cert. _____
 Testing Lab: _____

Test cylinders every 150 CY - Received after each break (3600 psi, 28 day)
 (Set of three every 25 CY on sidewalk - 3000 psi)

Copies of reports to City Inspector (attn: _____)
At end of project - ALL lab reports to be submitted on CD/DVD.

- A. Batch design (plant or ready mix) Location _____
 Permit for batch plant-temporary from city _____
 Permit for batch plant-Texas Air Control Board _____

- B. Subgrade: Lime stabilization required under fire lanes and within street right-of-way
 (6" thickness @ 36#/SY)

- C. No tailgating on steel (see City Details - Paving - General Notes - Line E)

- D. Forming of pavement: Slip Form ___ Hand-pour ___ (*requires 1 extra sack cement per CY*)
 Pavement thickness (verification by coring every 400 LF):

PRIVATE	5"	6"	7"	8"	
FIRELANE	6"	7"	8"	9"	
ROADWAY	6"	7"	8"	9"	
APPROACHES	6"	7"	8"	9"	

Reinforcement = see CITY DETAILS

- E. Once existing curb has been sawcut and removed, contractor has **14 calendar days** to replace pavement in the approach. Penalty for any delay past 14 days will be **\$500/day** charged to the owner of the project, payable prior to final acceptance.

- F. Driveway approaches and handicap ramps **MUST** be built according to city details.
 Sidewalks are 5' on thoroughfares.

**Note: Trail Standards are inspected by the Parks & Recreation Department
 (call Robert Ferron 469-247-6023 for inspection of Parks Dept. Trail)**

- G. Inlet bottoms installed before paving and protected before liming operations begin.

- H. All valves shall be operable before liming and paving operations begin.

6. Utility Contractor: _____ Ins. Cert. _____
 Subcontractor: _____ Ins. Cert. _____
 Subcontractor: _____ Ins. Cert. _____
 Testing Lab for trench backfill: _____

No rock larger than 6" compacted to 95% under paving or 90% outside of paving.
 Moisture - (-2% to + 4%) Backfill Density - every 150 LF at 24" lifts.

Trench Safety Program: Must follow all OSHA and State Requirements. Not inspected by City of Allen.

7. Storm Sewer (Drainage)
 A. Easements provided for off-site lines? Yes / NA / Needed
 B. Embedment of pipe section as per details
 C. Drainage structures - 3600 psi, test cylinders every 25 yards
 D. All storm sewer shall be TV inspected

8. Water Utilities
Services from meter can to building should be copper or PEX, must be installed by a State Licensed Plumber, and are inspected b Building Permits & Inspections Dept.
- A. Easements provided for off-site lines? Yes / NA / Needed
 - B. Embedment of pipe section as per details
 - C. Gate valves to be resilient seat. Operation of existing valves to be done by City
 - D. Pipe material: 6" & under DR 14; 8" & over DR 18; Other
 - E. Testing pressure 150 psi/4 hours
 - F. Bacteriological samples collected by the City of Allen Water Department and taken to NTMWD
 - G. Pull a swab
 - H. Brass fittings to be compression
 - I. All fittings shall be domestic and fully restrained
 - J. Location of meter boxes as per details
 - K. Touch pad water meter cans are required
 - L. Water meters to be bought from CoA Utilities Department upon payment of impact fees
 - M. **Polyethylene** will be utilized for water services 2" and under
 - N. Blow-off water **must** be metered (attached worksheet required to be completed by contractor)
 ~ Contractor not charged for water used to charge and flush the line ~
9. Waste Water Utilities (Sanitary Sewer)
- A. Easements provided for off-site lines? Yes / NA / Needed
 - B. Embedment of pipe section as per details
 - C. Pipe materials: SDR 35 Other
 - D. Installation of false bottoms in MHs by _____
 - E. Manholes: Pre-cast ___ Pour in place 4000 psi ___ ~Test cylinders required on every 3rd manhole
 - F. All manhole lids are 30"
 - G. Testing: Mandrel _____ Air _____ TV _____ Vacuum _____
 - H. All sanitary sewer services shall be camera inspected prior to acceptance of the main. See City of Allen detail online regarding service line testing.
 - I. Each segment of sewer line and service lines must be separate video file.
 - J. **All sanitary sewer pipe will be TV inspected at the end of 20 months to confirm compliance with City of Allen standards. If because of use, line is holding water/ sewer/debris, contractor must "Jet" clean and "Re-TV" the sewer lines at their own expense.**
10. Retaining/Screening Walls
 All retaining/screening walls will be installed per Allen Land Development Code and may be considered a "**special inspection**" by the Building Permits & Inspections Dept. This requires that design engineer inspect the facility during construction and submit letter with seal confirming work complies with design (attn: Kurt Kasson and Kathy Chamberlain).
11. Erosion Control Items
- A. Erosion Control Plan approved by City Engineer
 - B. Storm Water Pollution Prevention Plan submitted by Contractor/Developer
 - C. Notice of Construction MUST be posted on-site and accessible by general public
 - D. P2 filters required in all areas with public traffic
 - E. Sawcut water shall be vacuumed
 - F. Designated concrete washout pit required
 - G. **Erosion control inspected daily, after every rain event, and addressed for effectiveness.**
12. **Safety Rules and Regulations are the Contractor's obligation to be observed for Traffic and OSHA Requirements on all construction of this project. The contractor shall be responsible to see that any and all provisions of the various regulations are met and compliance is obtained.**

- 13. Maintenance Bond required by the city - 2 years, 10%. **One** maintenance bond **MUST** be for the **entire** project (i.e. **not separate for each trade** - paving, utility, etc.)
- 14. All inspections to be coordinated by Parks and Engineering. Contractor must contact both for any inspection purposes. Contractor must have approval from both prior to job acceptance.
- 15. Record plans are the responsibility of the contractor. The Engineer will use furnished information in order to complete the Record Plans. Electronic copies (dwg and pdf) and 1 mylar to the City.
- 16. Traffic related items
 - A. Traffic Control Plan
 - B. Sign standards - see details online

17. Construction inspection by _____
 Saturday work requests & payment (*\$50/hr - 4 hour minimum*) submission by 12pm the Wednesday prior.
Working Hours: Monday - Friday ~ 7am to 8pm
 Saturdays (with prior approval) ~ 8am to 8pm.
Lane closures (with prior approval): 9am to 3:30pm

18. Emergency phone numbers:

See Attached List(s)

Paving:	Utility:
Office _____	Office _____
Supt. _____	Supt. _____
After hours _____	After hours _____
Erosion Control:	Earthwork:
Office _____	Office _____
Supt. _____	Supt. _____
After hours _____	After hours _____

19. Engineering contact for any requests and **ALL** changes to plans or specifications:
Joseph Cotton 214.509.4577

20. Parks contacts
 Trail and Park Development Issues: Matt McComb 214.509.4721
 Trail / Landscape Inspection: Robert Ferron 469.247.6023
 Tree Permitting/Tree Mitigation: Jesse Simmons 214.509.3330
 Tree Removal Permit No.: _____ ****Tree Removal permit to be on-site at all times.**

21. Streetlights
 Streetlights will be permitted and inspected through the Building Permits and Inspections Department. The City requires the contractor to submit shop drawings for City approval prior to installation of the proposed street lights. Double head fixtures are required for lights in medians. View City of Allen detail online.



WATER LOSS WORKSHEET

Date: _____

Inspector: _____

Project: _____

System Designation Within Project: _____ (i.e. line A-2)

Application: New Waterline Flushing

1	Number of Meters 1 <i>(Note: Contractor shall provide one, new meter on an active blow-off at ALL times. This may require relocation of meter from one blow-off to another, to continuously measure water use.)</i>
2	Date: _____ Time Flushing Begins: AM / PM <i>example 8:35:05</i> <div style="text-align: right; margin-top: 10px;"> Meter Reading at Beginning: (A) </div>
3	Date: _____ Time Flushing Ends: AM / PM <i>example 17:35:05</i> <div style="text-align: right; margin-top: 10px;"> Meter Reading at End: (B) </div>
4	Total Gallons Used by Meter = $(B - A)$ <i>example $(13566 - 0) = 13566$ gallons</i>
5	Number of Bleeder Lines: <i>example 6</i> <i>(Note: verify all bleeder lines are all same size outlets – for example, all 2" curb stops)</i>
6	Actual Volume of Water Used = $(C \times D)$ <i>example $(13566 \times 6) = 81,396$ gallons</i>

RETURN FORM TO ENGINEERING DEPT. PROJECT MANAGER



ENGINEERING DEPARTMENT WALK-THROUGH REQUEST CHECKLIST

Subdivision/Project: _____

NOTE: THIS LIST IS INTENDED AS A GUIDE TO ASSIST IN THE PROCESS OF REACHING FINAL ACCEPTANCE BY CITY STAFF AND MAY NOT BE ALL INCLUSIVE OF OUTSTANDING ITEMS. EACH ITEM SHOULD BE CHECKED BY THE CONTRACTOR AND THE FORM SIGNED/DATED BEFORE FORWARDING TO THE ENGINEERING INSPECTOR.

I. GENERAL:

- ___ 1. All fees are paid (Residential Only: Sidewalk ___)
- ___ 2. ALL lab reports submitted on CD/DVD
- ___ 3. Record Drawings provided (one mylar AND electronic versions in AutoCAD and PDF formats)
- ___ 4. ONE maintenance bond combining all trades (paving, utility, etc.) - 2 years, 10% of public improvements

II. FRANCHISE UTILITIES:

COMMERCIAL: N/A

- ___ 1. Electric (100% installed)
- ___ 2. Gas (100% installed)
- ___ 3. Phone (100% installed)
- ___ 4. Cable TV (100% installed)

RESIDENTIAL ONLY

III. STREET LIGHTS:

COMMERCIAL: N/A

- ___ 1. Installed and operable - inspected by Building & Code Dept
- ___ 2. Agreement for non-standard street lights
- ___ 3. Maintenance fee paid

IV. MISCELLANEOUS:

- ___ 1. General clean up
- ___ 2. Required retaining walls
- ___ 3. Required screenwalls

V. SIDEWALKS:

- ___ 1. Barrier free ramps installed and in compliance with TAS 2012
- ___ 2. Appropriate width sidewalk installed
- ___ 3. Areas surrounding screening walls will be cleaned if the wall is installed after subdivision acceptance is granted

VI. PAVING:

- ___ 1. Pavement cored and reported (see preconstruction list for more info) every 400 lf
- ___ 2. Streets swept and cleaned
- ___ 3. All guardrails and barricades must be properly installed and marked
- ___ 4. Pavement checked for water pockets or holding water
- ___ 5. Traffic signs and buttons installed
- ___ 6. Median paving stones installed
- ___ 7. Check for and repair all cracks/mudballs/defects (including curbs)
- ___ 8. Parkways and medians backfilled to grade
- ___ 9. Removed rocks/stones over 6 inches
- ___ 10. Expansion joints: cap removed, sealed, extended through back of curb or edge of pavement, freed-up by removing concrete

	DEVELOPER REPRESENTATIVE'S INITIALS	DATE _____
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VII. STORM:

- 1. Grout end connections with inlet/headwalls
- 2. Line tv'd after franchises and utilities completed
- 3. Rip Rap on top of headwall and downstream of headwall outlet per details or as required
- 4. Drainage swales/channels graded to specs
- 5. Any field joints on storm sewers to be inspected prior to pouring
- 6. Wye inlets have 4' apron installed
- 7. Debris removed and clean from all drainage structures

VIII. SEWER LINES:

- 1. Manholes set to grade with grade rings, cleaned, and grouted
- 2. Cleanouts set to grade, cleaned, and capped
- 3. Line has been pressure tested
- 4. Re-air test completed **AFTER** franchise utility installation
- 5. Curb marked for: manholes (green MH), sewer service (green 3" double notch), and cleanouts (green CO)
- 6. Adjust MH's and CO's to 1" above surrounded sod when in parkway
- 7. Match MH's and CO's to paving or sidewalk
- 8. Primary TV test the sewer mains and laterals
- 9. Air test and mandrel through sewer lines
- 10. MH's vacuum tested
- 11. Exposed end of laterals covered below grade
- 12. Remove false bottoms in MHs

IX. WATER LINES:

- 1. Blow-offs and air release assembly as per specifications
- 2. All valves operable and to grade
- 3. Pads poured around valve stacks at finished grade
- 4. Valves no deeper than 4' without extension
- 5. Services to proper grade and operable ensuring that water flows through the line
- 6. Meter cans touch read and set to grade
- 7. Fire hydrants turned in proper direction, painted, set to grade, 2x2 pads at bury line, 2' to 4' from curb (not in sidewalk), and blue reflector buttons (2 at corners)
- 8. Curb marked for: Valves (Inline - blue V notch; Hydrant - V notch) and Services (blue 3" long straight notch)
- 9. Lab reports on back fill densities for water lines and services
- 10. Pressure test of water line and bacteriological test completed

X. EROSION CONTROL:

- 1. Silt fence has been removed or installed where needed
- 2. Curlex along parkways and channels/swales/ponds and medians
- 3. Sod parkways and 1-2' behind sidewalk
- 4. Re-vegetate the off-site easements and install permanent erosion control matting where needed or allowed
- 5. P2 filters installed and clean
- 5. Copy of TCEQ Notice of Termination (NOT) for sites > 5 acres or notice/confirmation that CSN removed for sites < 5 acres.

PROJECT

Copies to Make _____

NOTES

PRE-CON ATTENDANCE RECORD

NAME	EMAIL ADDRESS	COMPANY	PHONE
Joseph Cotton	jcotton@cityofallen.org	COA	214.509.4577
Jimmy Knipp	jknipp@cityofallen.org	COA	214.509.4502
Stephanie White	stwhite@cityofallen.org	COA	214.509.4583

COMMENTS ON CONSTRUCTION PLANS:
