



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
2. Grass establishment and erosion control
3. Signage in the public ROW (if applicable)
4. Off-site improvements/restoration (if applicable)
5. Landscaping/irrigation inspection by Parks
6. Engineering walkthrough and inspection
(see attached close-out checklist)

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

All Certificates of Insurance should reflect the City of Allen as additionally insured.

- 1. Final Plat of property: Approved \_\_\_ Recorded \_\_\_
2. Offsite Easements: Drainage \_\_\_ Power \_\_\_ Telephone \_\_\_ Access \_\_\_
Storm \_\_\_ Water \_\_\_ Waste Water \_\_\_
3. Permits: Railroad \_\_\_ Highway \_\_\_ Other \_\_\_
4. 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 designs submitted/approved through Engineer of record who will submit to City  
 B. Batch Plant \_\_\_\_ Ready Mix \_\_\_\_ Provider \_\_\_\_\_  
*Permitting for batch plant through Building Permits Department and Texas Air Control Board*  
 C. Subgrade: Lime stabilization required under fire lanes and within street right-of-way  
 (6" thickness @ 36#/SY)  
 D. No tailgating on steel (see City Details - Paving - General Notes - Line E)  
 E. Forming of pavement: Slip Form \_\_\_\_ Hand-pour \_\_\_\_ (requires 1 extra sack cement per CY)  
 Pavement thickness (verification by coring every 400 LF):

<b>PRIVATE</b>	5"	6"	7"	8"	
<b>FIRELANE</b>	6"	7"	8"	9"	
<b>ROADWAY</b>	6"	7"	8"	9"	
<b>APPROACHES</b>	6"	7"	8"	9"	

Reinforcement = see CITY DETAILS

- F. 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.  
 G. 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)**  
 H. Inlet bottoms installed before paving and protected before liming operations begin.  
 I. 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 at end of project prior to final

8. Water Utilities
- 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 by City **ONLY** (\$2,000 fine)
  - 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: In public easements SDR 35 or as specified in plans  
Outside easement to building Schedule 40 (*Inspected by Building Permit Dept.*)
  - 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. 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
- Permitted through Building Permits Dept. and installed per Allen Land Development Code. Design engineer must 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 will be 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%. The maintenance bond **MUST** be for the **entire** project and from only the developer or general contractor (i.e. **not separate for each trade** - paving, utility, earthwork, 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 submittals in DWG, PDF, & TIFF formats 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: Office _____ Supt. _____ After hours _____	Utility: Office _____ Supt. _____ After hours _____
Erosion Control: Office _____ Supt. _____ After hours _____	Earthwork: Office _____ Supt. _____ After hours _____

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

21. 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.**

22. 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 <span style="border: 1px solid black; padding: 2px 10px; margin-left: 10px;"><b>1</b></span> <i>(Note: Contractor shall provide <b>one, new</b> 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 <b>Begins:</b> <span style="border: 1px solid black; padding: 2px 10px; margin-left: 5px;"> </span> AM / PM <i>example 8:35:05</i> <div style="text-align: right; margin-top: 10px;">                     Meter Reading at <b>Beginning:</b> <span style="border: 1px solid black; padding: 5px 20px; float: right;">(A)</span> </div>
3	Date: _____ Time Flushing <b>Ends:</b> <span style="border: 1px solid black; padding: 2px 10px; margin-left: 5px;"> </span> AM / PM <i>example 17:35:05</i> <div style="text-align: right; margin-top: 10px;">                     Meter Reading at <b>End:</b> <span style="border: 1px solid black; padding: 5px 20px; float: right;">(B)</span> </div>
4	Total Gallons Used by Meter = <span style="background-color: #e0e0e0; padding: 2px 10px; margin-left: 10px;"><math>(B - A)</math></span> <i>example <math>(13566 - 0) = 13566</math> gallons</i>
5	Number of Bleeder Lines: <span style="border: 1px solid black; padding: 2px 10px; margin-left: 10px;"><i>example 6</i></span> <i>(Note: verify all bleeder lines are all same size outlets – for example, all 2" curb stops)</i>
6	Actual Volume of Water Used = <span style="background-color: #e0e0e0; padding: 2px 10px; margin-left: 10px;"><math>(C \times D)</math></span> <i>example <math>(13566 \times 6) = 81,396</math> 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 (DWG, PDF, & TIFF 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



