Preliminary Plat Checklist

The following is a list of recommended requirements for a Preliminary Plat Submittal. The Design Consultant must provide as much information as possible to assist County staff in the review and to simplify approval for the following submittal. The Consultant must coordinate closely with the County Commissioner to meet project’s needs. If an item is defined as “Not Applicable” mutually between the county and consultant the consultant shall mark NA in the comment section and provide the reason why. The County Commissioner shall determine the submittal phases of review for the design process after the preliminary report is completed. Development projects may only require 2 design phases (50% and Final Design) as directed by the County Commissioner.

PROJECT NAME: __________________________________________________________
SUBMITTED TO: _________________________________________(County Commissioner)
SUBMITTED BY: ____________________________ (CONSULTANT Engineer)
REVIEWED BY: __________________________________________________________

*Follow TxDOT criteria for Projects with State or Federal Funding*

Preliminary Engineering Report

Base Mapping

- Initial Survey Control
- Topographic Map
- Right-of-Way Map

Comments:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Traffic Engineering Study

Existing Conditions

- Existing Roadway Geometry and typical cross sections
- Existing Auxiliary Lanes
- Turning Movement Traffic Counts for Critical Intersections
- Hourly Approach Traffic Volume
- Directional Average Daily Traffic
- Collision Data
- Existing Condition Capacity and Level of Service Analysis
- Traffic Control Devices Inventory
- Speed Limit Data
- K and D factors
- Peak Hour Factor by Approach and Speed
- Heavy Vehicle Percentage
<table>
<thead>
<tr>
<th>Existing Alternative Transportation Modes</th>
<th>Existing Intersection and Roadway Lighting</th>
<th>Existing Intelligent Transportation Systems</th>
</tr>
</thead>
</table>

**Proposed Conditions**

- Typical Section
- Typical Section Alternatives
- Proposed peak hour volumes for all roadways
- Design year traffic volumes
- Identification of Design Vehicle(s)
- Projected level of service
- Potential Traffic Signal Improvements
- Potential Intersection Improvements
- Bicycle/Pedestrian Facilities
- Access Management Requirements
- School Requirements
- Railroad Coordination
- Potential Traffic Handling Issues During Construction
- Signs
- Pavement Marking

**Comments:**

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**Drainage Study**

- Existing Condition Drainage Area Map
- Existing Condition Discharge Calculations
- Storm Sewer Layout
- Storm Sewer Layout Alternatives
- Floodplain Analysis (HECRAS Calculation and Summary)
- Alternative Analysis
- Culvert Layout(s)
- Erosion and Stabilization BMPs
- Outlet stabilization Plan
- Outfall Stabilization Plan

**Comments:**

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**Utility Coordination**

- Identify Apparent Utilities in Project Corridor
- Determine Utility Renewal and Replacement Requirements
- Present Minutes from Initial Utility or utility coordination letters
- Show Existing Utilities on Project Base-map
- Identify Potential Utility Conflicts and Notify Utility Companies
- Identify Follow-on Utility Location Requirements with Utility Companies
- Coordinate Utility Adjustment Design with Utility Companies
- Develop Record of All Communications

**Comments:**

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Appendix E  Medina County Subdivision Regulations

Roadway Design

☐ Proposed Roadway Alignment Alternative Layouts
☐ Proposed Construction Phasing Alternatives
☐ Potential Design Enhancement Alternatives

Comments:
___________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Preliminary Geotechnical Study

☐ Proposed Pavement Design
☐ Pavement Section Alternatives
☐ Proposed Alignment(s)
☐ Project Type
☐ Feasibility Evaluation
☐ Hydrologic Inferences

☐ Terrain and Cut/Fill Estimation
☐ Geologic Model
☐ Soil Identification from Published Data
☐ Soil Characteristics Estimation
☐ Soil Properties Estimation

☐ Preliminary Stabilization Requirements
☐ Subsurface Exploration Guidance
☐ Non-Destructive Testing Plan

Comments:
___________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Permitting

☐ Design Alternatives

Comments:
___________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Public Involvement

☐ Initial Needs Assessment
☐ Public Involvement Plan

Comments:
___________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Other

☐ Preliminary Cost Estimate
☐ Project Schedule

Appendix E  Medina County Subdivision Regulations
Comments:


Submittal to County

☐ Preliminary Engineering Report
☐ Signed QA/QC Letter. Date of Review
☐ CD with PDF’s of All Deliverables
☐ Schedule PER Review Meeting
☐ Preliminary Plan Layout