



**TRAFFIC COMMERCIAL PLAN REVIEW CHECKLIST**

**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 **paper** plan submission: Complete and attach this checklist to each plan set.

For **electronic** plan submission: Complete and upload this checklist to the Prerequisite Checklist subfolder under Documents.

| <b>General Requirements</b> |   |           |
|-----------------------------|---|-----------|
|                             | Item Description  | Sheet No. |
| <input type="checkbox"/>    | Cover sheet showing project address, index of sheets, and vicinity map        |           |
| <input type="checkbox"/>    | Copy of the survey of the property  |           |
| <input type="checkbox"/>    | Copy of the recorded subdivision plat (with lot, block, and subdivision name) |           |
| <input type="checkbox"/>    | Existing conditions and demolition plan                                       |           |

| <b>Site Plan Requirements</b> |   |           |
|-------------------------------|---|-----------|
|                               | Item Description  | Sheet No. |
| <input type="checkbox"/>      | Name of street(s) and right of way width for street(s) abutting the property  |           |
| <input type="checkbox"/>      | Illustrate proposed driveway width, radius and driveway material (asphalt or concrete)  |           |
| <input type="checkbox"/>      | Illustrate distance from proposed driveway to closest property line (radius cannot extend past property line)   |           |
| <input type="checkbox"/>      | Show location of all obstacles in the right of way (i.e. power poles, light poles, cable/guy wires, existing trees, traffic signs/cabinets, fire hydrants, manhole covers, curb inlets, water meters) |           |
| <input type="checkbox"/>      | Show location of all existing driveways (any driveway not providing access to property shall be removed and restored with curb and gutter or open ditch, based on type of street)                     |           |

| <b>Proposed Driveway on Open Ditch Street</b> |   |           |
|---|---|-----------|
|   | Item Description  | Sheet No. |
| <input type="checkbox"/>                      | Illustrate center line of existing ditch  |           |
| <input type="checkbox"/>                      | Illustrate high bank of existing ditch  |           |
| <input type="checkbox"/>                      | Illustrate distance between property line to high bank of ditch   |           |
| <input type="checkbox"/>                      | Illustrate distance between property line to center line of ditch   |           |
| <input type="checkbox"/>                      | Illustrate distance between property line to edge of street   |           |
| <input type="checkbox"/>                      | Illustrate culvert type (HDPE/RCP)  |           |
| <input type="checkbox"/>                      | Illustrate culvert diameter (24-inch minimum or equivalent)   |           |
| <input type="checkbox"/>                      | Illustrate culvert length (culvert must extend 1' beyond the driveway on both sides; lengths greater than 40' require submittal of plan and profile drawings to Office of the City Engineer for approval) |           |

| <b>Access Data Management Summary or Form A</b> |  |           |
|---|--|-----------|
|   | Item Description   | Sheet No. |
| <input type="checkbox"/>                        | Copy of Form A approval letter (attached to site plan) — refer to Ch. 15 of COH <a href="#">Infrastructure Design Manual</a> |           |
| <input type="checkbox"/>                        | Copy of traffic study approval letter (attached to site plan)  |           |

| <b>Driveway/Sidewalk on Other Agency's Right of Way</b> |   |           |
|---|---|-----------|
|   | Item Description  | Sheet No. |
| <input type="checkbox"/>                                | New driveways/sidewalks: copy of public agency's driveway/sidewalk permit (attached to site plan) |           |
| <input type="checkbox"/>                                | Existing driveways/sidewalks: public agency's approval for access                                 |           |

## TRAFFIC COMMERCIAL PLAN REVIEW CHECKLIST

| Driveway Access Not at Median Opening |  |           |
|---------------------------------------|--|-----------|
|                                       | Item Description                                       | Sheet No. |
| <input type="checkbox"/>              | Show driveway access no less than 75' from median nose |           |

| Sidewalks in Public Right of Way |  |           |
|----------------------------------|--|-----------|
|                                  | Item Description   | Sheet No. |
| <input type="checkbox"/>         | 5' wide across entire property frontage; 6' wide if major thoroughfare, transit corridor, or type A street |           |
| <input type="checkbox"/>         | Copy of variance approval letter (attached to site plan) for variance of the sidewalk width                |           |

| Americans with Disabilities Act (ADA) Ramps |  |           |
|---|--|-----------|
|   | Item Description   | Sheet No. |
| <input type="checkbox"/>                    | All sidewalks at street intersections and driveways have ADA compliant ramps                     |           |
| <input type="checkbox"/>                    | Illustrate corner ramp and add note on site plan stating "ADA ramp per COH Drawing No. 02775-02" |           |

| Bicycle Facility (contact <a href="mailto:bikeways@houstontx.gov">City of Houston Ped-Bike Coordinator: bikeways@houstontx.gov</a> ) |  |           |
|--|--|-----------|
|  | Item Description   | Sheet No. |
| <input type="checkbox"/>   | New bicycle lane or obstruction of an existing bicycle lane within the vicinity of the project |           |

| Parking Analysis and Layout |  |           |
|-----------------------------|--|-----------|
|                             | Item Description   | Sheet No. |
| <input type="checkbox"/>    | Show dimensions of standard parking stall width/depth                              |           |
| <input type="checkbox"/>    | Show dimensions of standard aisle width  |           |
| <input type="checkbox"/>    | Show dimensions of ADA parking stall and access aisle                              |           |
| <input type="checkbox"/>    | Show and provide dimensions of wheel stops   |           |
| <input type="checkbox"/>    | Show ADA signage   |           |
| <input type="checkbox"/>    | Show location of dumpster inside the property                                      |           |
| <input type="checkbox"/>    | Show crosswalk from public sidewalk to the building entrance, per ADA requirements |           |

| Parking Pad (Open Ditch Enclosure) in Right of Way |  |           |
|--|--|-----------|
|  | Item Description   | Sheet No. |
| <input type="checkbox"/>                           | Show COH Drawing No. (from the Office of the City Engineer) on site plan |           |

| New & Existing Encroachments in Right of Way |   |           |
|--|---|-----------|
|  | Item Description                                | Sheet No. |
| <input type="checkbox"/>                     | Show encroachment license number on cover sheet |           |

| Relocation of Existing Storm Inlet |  |           |
|------------------------------------|--|-----------|
|                                    | Item Description   | Sheet No. |
| <input type="checkbox"/>           | Show COH Drawing No. (from the Office of the City Engineer) on site plan |           |

| 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: Wheel Chair Ramp Details (ADA ramps at corners and driveways) |           |
| <input type="checkbox"/>  | COH Drawing No. 01509-05: General Notes and Ground Sign Mounting                        |           |
| <input type="checkbox"/>  | COH Drawing No. 01510-09: Bicycle Lane Pavement Markings                                |           |