PRE-CONSTRUCTION CONFERENCE AGENDA

Date: _____ **Time:** _____

Meeting Location: _____

Project Name: _____

Project Location: _____

I. GENERAL

- Introduction of Attendees
- Sign in sheet
- Project Engineer: Name:_____ Phone No.: _____
- Superintendent: Name:_____ Phone No.: _____
- Subcontractor: Name:_____ Phone No.: _____
- Subcontractor: Name:_____ Phone No.: _____
- Sr. City Inspector: Name: Jan Cole_____ Phone No.: 972-837-6601
- City Inspector: Name: Jeff McClelland_____ Phone No.: 903-505-1345
- City Contact: Name: Alan Fourmentin (Assistant Dir.)_____Phone No.: 972-439-2765
- City Contact: Name: Gabe Johnson (Director)_____Phone No.: 972-382-7659
- Building Inspector: Name:_____Email: _____

II. ESSENTIALS

a) Construction Plat of property approved: P&Z Date:_____ City Council Date:_____

b) Check for 3% Inspection Fee of Water, Wastewater, Paving and Drainage: Yes _____ No _____

c) Construction Plans to be provided to the City:

1. 2 Full Size
2. 3 Half Size
3. CD with PDF of plans

d) Easements in order for:
   1. Drainage
   2. Franchise
   3. Offsite
   4. Other_____

e) Permits for / coordination with:
   1. Earthwork Permit (see attached):
      i. Engineered grading construction plan; signed by a Registered Engineer and accepted and stamped by the Public Works Department. Yes _____ No _____
      ii. Floodplain Development Permit (attached)? Yes _____ No _____ N/A _____
      iii. Required written permission from adjacent owner if grading or earthwork will encroach on adjacent property? Yes _____ No _____
   2. Utility Work in Right-of-Way (attached)
   3. TxDOT
      i. Drive way permit
      ii. Utility installation request
   4. Railroad (BNSF)
   5. Cities
   6. Counties
   7. Other_____

III. CONSTRUCTION STANDARDS

a) Construction Schedule and Phasing:
   1. Construction start date: _____
   2. Anticipated end date: _____
   3. Contractor to provide plan for mobilizing, including any phasing involved and how various timing elements might affect various parties.
   4. Milestone Date(s): _____

b) 24-hour advance notice to the City Engineer or his representative prior to starting construction.
   1. Construction staking shall begin at time of notice.

c) Approved plans and City Standard Details to be kept onsite at all times.

d) As-Built/Record plans to be kept onsite and updated at all times.

e) Construction Entrance and Exit points / Construction Staging Area.

f) Equipment and material deliveries:
   1. Delivery truck access routes.
   2. Materials must meet City approved material list. Fittings shall be domestic only. Submit manufacturer's certifications and cut sheets on non-standard items for approval by City Engineer.
   3. Proper Disposal of demolished materials.

4. Proper cleaning of equipment on site.
5. Concrete spoil disposal and truck clean out.
6. Alternate equipment and materials.

g) Shop drawings, submittals and mix design to be provided to inspector for approval.

h) Batch plant:

1. Contractor will obtain and complete the batch plant permit request from the permit desk in City Hall.
2. The batch plant permit must be a complete submittal and all include items as per the permit. Piecemeal permits will not be accepted.

i) Utilities:

1. Location of existing underground utilities or existence of any potential underground hazards.
2. Contractor responsible for calling in locates for franchise utilities.
3. Coordinate public utility locates with inspector.

4. Franchise Utilities:

Utility	Provider	Contact
Electricity	_____	_____
Gas	_____	_____
Telephone	_____	_____
TV Cable	_____	_____
Other	_____	_____

j) Trenching:

1. All trenching and excavation shall be performed in accordance with OSHA standards.
2. Trench Safety Plan submitted? Yes _____ No _____ submit one original signed by P.E.
3. Work may not be backfilled or covered until the City has inspected it.
4. Orange safety fencing shall be utilized for trench left open during non-working hours.
5. Construction inspector may require steel plates to cover trench left open during non-working hours if it is determined that public safety is at risk.

k) Construction Water:

1. All water required for construction, including flushing, shall be metered by a City construction meter provided by the Public Works Department.

2. Deposit required and should be paid for at the Utility Billing offices at City Hall prior to picking up a construction meter. Once deposit has been paid, utility billing will generate a work order for public works to provide the hydrant meter.
3. Water metered during the project shall be paid for by the contractor. Meter will be read once a month by public works.
4. Coordinate all filling and flushing of all water mains through the construction inspector.

l) Relocation Plans:
   1. Review the requirements for relocation of existing utilities, buildings, or other physical items, plus any planned service interruptions including any restrictions on service interruptions.

m) Contractor shall maintain all valves during construction so they are protected, marked, and accessible at all times. Coordinate with the construction inspector for water shut-offs. The City will operate the valves.

n) 48-hour advance notice to residents/business owners for water shut-off, driveway closure, access limitations.

o) The contractor shall maintain two-way traffic at all times along the project.
   1. Work zone delineation per Texas Manual of Uniform Traffic Control Devices (TMUTCD).
   2. Traffic control signs during construction shall be furnished, monitored, and maintained on a daily basis in accordance with the TMUTCD by: _____
   3. If absolutely necessary, the contractor may request a Temporary Road Closure.
      i. Will project require a Temporary Road Closure? Yes _____ No _____
      ii. If yes, allow for at least seven calendar days prior to the date for which the closure is needed and follow the attached Temporary Road Closure Procedure.

p) Street repairs will be performed as per Standard Details.
   1. Open cutting of public streets is prohibited.
   2. Pavement preservation techniques shall be utilized (no track equipment on pavement).

q) Materials Testing:
   1. Materials testing shall be performed by an independent testing laboratory and paid for by the contractor.
   2. Testing Firm: _____
   3. Lab Contact: _____
   4. Phone No.: _____

5. The following material tests shall be provided by the Contractor:
    i. Embankment – One soil density test shall be performed at each location for each 500 CY of backfill placed.
    ii. Pavement Sub grade – One gradation test (where lime stabilized) and one soil density test shall be performed for each 300 linear feet of pavement unless otherwise noted. Gradations must pass 100% through a 1 ¾" sieve and 60% through a #4 sieve.
    iii. Utility Trench Backfill – One soil density test shall be performed at 300 feet intervals or as directed by the Inspector.
    iv. Concrete Tests:
        1. Compressive Strength – Four test cylinders shall be taken from a representative portion of the concrete being placed for every 150 CY of concrete pavement placed, but in no case shall less than 2 sets of cylinders be taken from any one day's placement.
        2. Air, slump, and temperature tests shall be taken for every set of cylinders made. Concrete with a temperature above 95°F will be rejected.
        3. Additional cylinders and/or tests may be required at the Inspector's discretion.
6. The City shall select the location and depth of each soil density test unless otherwise directed.
7. All testing results shall be forwarded to the construction inspector. (Only signed original reports will be accepted.)
8. All testing related to private improvements shall be forwarded to the Building Inspector.

r) Water Testing:
    1. Water testing shall be scheduled 48-hours in advance and set up through the City Inspector.
    2. Samples will be taken by the City Inspector in the mornings. Tests are due to the testing lab by noon that same day.
    3. Water testing fees are included in the 3% inspection fees.

s) Weekend and Overtime for inspectors to be paid by Contractor.
    1. A fee of $300.00 a day for working on holidays and Saturday will be accessed payable to the City before work is performed and contractor must notify the City Inspector by noon

on Thursday. Work may not begin before 8:00 AM on holidays and Saturday. Work on Sunday is prohibited without special permission and payment of fees.

2. Construction may not begin earlier than 7:00 AM on weekdays nor continue after dark without permission from the City of Celina.

t) Job Site Conditions:

1. Site shall be routinely kept clean.
2. Sanitary conveniences required on site and off any paved surfaces.
3. Erosion control and BMP's shall be maintained as per the approved SWPPP.
4. Keep control of dust by use of watering or other approved method

u) Personnel on Site:

1. Laborers shall not loiter on private property.
2. Safety first.

v) Security systems, lighting or special safety fencing.

w) Emergency Facilities

1. Call 911 for all emergencies
2. Fire Department Location – 1413 S Preston Road, Celina, TX 75009
3. Police Department Location – 501 E Pecan, Celina, TX 75009

x) Other site specific concerns

IV. COMMUNICATION AND CORRESPONDENCE

a) Discuss and agree upon a communication plan including voice communication, email, and informal and formal written communication and when to use one vs. the other.

Comments: _____

V. PROJECT CHANGES AND CHANGE ORDER PROCESS

a) Project changes must be submitted in writing to Public Works for approval and must be identified on contractor's as-built /record drawings.

1. In the event of significant project changes, as determined by the Director of Engineering and Public Works, the design engineer shall revise the affected construction plan sheet(s) and include the Released for Construction Revised Sheets Stamp. The Director of Engineering and Public Works will sign the Revised Sheet Stamp.
2. Two (2) – Full Size, three (3) – Half Size and a CD with PDFs of the revised sheets shall be provided to the City Inspector.
3. Approved revised sheets shall be provided to the project superintendent and all affected subcontractors and shall remain on site at all times.

b) For City Projects, the following describes the steps and requirements in the change order process:
    1. Contractor will request a change order to the inspector.
    2. If inspector concurs, the Contractor will complete and sign the change order request form and include backup material (costs, bids, shop drawings, submittals, etc.)
    3. The inspector will sign and date the change order form and provide the form to the project engineer.
    4. The project engineer will review change order request and if in concurrence, sign the form.
    a) Project engineer will provide the form to the Director of Engineering and Public Works for final authorization and signature.

VI. PAY APP PROCESSING (city projects)

a) Contractor and inspector agree on completed quantities and number of bad weather days.
b) Contractor updates the pay app spreadsheet with agreed upon quantities, bad weather days and includes any approved change orders.
c) Contractor prints pay app and backup data and signs the pay app with notary.
d) Contractor sends PDF of the signed pay app with backup info to Project Engineer for his approval. Project Engineer initials or signs the pay app.
e) Project Engineer sends the initialed or signed PDF packet to Director of Engineering and Public Works for final execution and payment processing.

VII. FINAL ACCEPTANCE

a) Schedule a final project walk with the City Inspector. (All construction including street signs and franchise utilities should be complete prior to scheduled walk)
b) Inspector will provide the contractor punch list items.
c) Once punch list items have been completed, Contractor will schedule a follow-up project walk with Inspector to verify completeness.
d) The City Inspector will instruct when a maintenance bond can be obtained (NB: Maintenance bond dated more than 2 weeks from final acceptance date shall be rejected)
e) Contractor will provide all items as per the attached Final Acceptance Checklist.

VIII. GENERAL

It is not the intent of this Preconstruction Conference to cover all details and/or specification requirements of the City of Celina. All work and materials shall be in accordance with the City's standard specifications, general design standards, ordinances, rules, policies, requirements and regulations, as well as any other applicable state and/or federal rules, regulations and/or requirements, as they exist or may be amended. Engineering drawings shall govern for construction of all Civil Improvements.

Observation of Construction will be conducted by the City of Celina through two (2) departments: Construction Inspection will observe all new installations or extensions of sanitary sewer mains and services, water mains and services, storm sewer mains, and related appurtenances, and public streets and their approaches, and retaining walls. Outside inspection will be required for all gravity stone

retaining walls built with a letter sealed by a PE prior to Final Inspection. Building Inspection will observe all private work outside R.O.W., such as fire lane construction, flat work, building pads, and other building related work.

Street identification signs shall be furnished and paid for by the Owner/Developer. All required poles and other signs, such as "STOP" and permanent traffic control signs and pavement markings, shall be paid, furnished, and installed by the Owner/Developer. All signs shall be High Intensity sheeting.

SAFETY RULES AND REGULATIONS ARE THE CONTRACTOR'S OBLIGATION TO BE OBSERVED FOR TRAFFIC AND OSHA REQUIREMENTS ON ALL CONSTRUCTION PHASES 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.

Comments:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

PROJECT:
Location: Public Works – 10165 CR 106, Celina, Texas 75009 **DATE:**

Attendee	Organization	Phone	E-mail
Gabe Johnson	Celina – Dir. of ENG and PW	972-382-7659	gjohnson@celina-tx.gov
Alan Fourmentin	Celina – Asst. PW Dir.	972-439-2765	afourmentin@celina-tx.gov
Jan Cole	Celina – Sr. Inspector	972-837-6601	jcole@celina-tx.gov
Jeff McClelland	Celina – Inspector	903-505-1345	jmcclelland@celina-tx.gov

Attendee	Organization	Phone	E-Mail

REV 6/7/2016

EARTHWORK PERMIT APPLICATION

Development Services
142 N Ohio
City of Celina, Texas
972-382-2682

Permit Number: _____

OWNER INFORMATION

NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	
EMAIL ADDRESS:		

CONTRACTOR INFORMATION

CONTACT NAME:		
COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	
EMAIL ADDRESS:		

PROPERTY / SITE INFORMATION

STREET ADDRESS:		
SUBDIVISION:	LOT #:	BLOCK #:
ABSTRACT:	TRACK NO.	
ESTIMATED AREA OF LAND DISTURBED (TO THE NEAREST TENTH OF AN ACRE):		
HAS A SWPPP BEEN PREPARED FOR THIS GRADING ACTIVITY (GREATER THAN 1.0 ACRE)? ☐YES ☐NO		
DOES YOUR SITE/PROPERTY HAVE A CITY APPROVED GENERAL DEVLOPMENT PLAN? ☐YES ☐NO **If *NO* and earthwork is for commercial or residential greater than 2 acres contact the Planning and Development Dept.**		
IS PROPOSED ACTIVITY LOCATED IN A 100-YEAR FLOODPLAIN? ☐YES ☐NO **(IF YES, CONTACT ENGINEERING FOR FLOODPLAIN PERMIT REQUIREMENTS)**		

PROPOSED GRADING OPERATION TO BEGIN ON: _____/____/_____

THE ESTIMATED DATE TO COMPLETE GRADING OPERATIONS IS: _____/____/_____

As per Section 3.12.006 of the City Ordinances, work under this permit may include clearing, grubbing and earthwork, as indicated above. No earthwork shall be conducted in the floodplain without a Floodplain Development Permit. A site grading plan (sealed by an engineer) along with an approved erosion control plan may be required for the earthwork permit. A CSN (Construction Site Notice) is required for any surface disturbance of 1 acre or more. A Notice of Intent (NOI) is required for disturbances of 5 acres or more.

I certify that the information provided with this application is accurate and true to the best of my knowledge. I realize that I may need to provide additional information and documentation at the request of the City of Celina while grading activities on the proposed site are occurring.

I understand that all proposed grading activities are to comply with the Erosion Control Ordinance No. 2011-46, and that I may be subject to civil penalties for performing grading activities that are in violation of the requirements of the City Ordinance.

Print Name: _____ Date: _____

Signature: _____

EARTHWORK PERMIT REQUIREMENTS

In accordance with the Subdivision Ordinance, the City will not allow construction of any public improvement or issue permits for any construction activity until the plat is approved. Upon written request from the owner, the Director of Engineering and Public Works may allow the construction of public improvements prior to the plat being filed with accepted plans, inspection and a Community Facilities Contract has been executed.

Should the city allow the development of public improvements prior to plat filing, the improvements will not be accepted until a plat is filed of record. No grading, clearing or fill shall commence without a SWPPP. In order to receive permission for the proposed earthwork activities, the following must occur:

1. The following items must be submitted to Engineering:
    - Completed Earthwork Permit including SWPPP Consent Form
    - Earthwork Permit Fee:
        - 0.1 – 0.5 acres: $0.00
        - 0.5 – 1.0 acres: $10.00
        - 1.0 – 5.0 acres: $50.00
        - 5.0 or more acres: $10.00/acre
    - Grading and Erosion Control Plan (may need to be sealed by a professional engineer)
    - Copy of the CSN and NOI (if applicable)
2. All erosion control BMPs shall be installed prior to starting the grading operation

CONDITIONS OF THE PERMIT:

1. Contractor must comply with all state and local traffic, O.S.H.A. and other applicable safety codes and assumes all related liability.
2. Contractor shall be responsible for the relocation / replacement of trees and existing ground cover disturbed.
3. All projects shall include erosion control.
4. Driveway Culvert: Contractor shall notify Celina Engineering Department at 972-382-2682 x1081 at least 24 hours prior to construction.
5. Grading: Contractor shall notify Celina Engineering Department at 972-382-2682 x1081 at least 24 hours prior to construction.
6. Tree: Contractor shall notify Celina Planning Department at 972-382-2682 x1022 at least 24 hours prior to construction.
7. In case of emergency after normal working hours, notify the Celina Police Department at 972-382-2121 or 911.
8. All construction shall comply with City of Celina Construction Standards and Chapter 10, Subdivision Regulation, and Chapter 14, Zoning, City of Celina Ordinances.
9. This permit and accompanying construction plans shall remain at the job site at all times.
10. Additional permits will be withheld pending Final Inspection for previous construction permits.
11. Allow ten (10) working days to complete permit.
12. All excavation within City right-of-way requires mechanical compaction equal to adjacent undisturbed materials. Compaction testing may be required at the discretion of the Public Works Department.
13. No digging will be allowed within one foot behind curbs or edges of pavement.
14. Call 1-800-DIG-TESS for line located within project limits.
15. Call City of Celina Utility Billing at 972-382-2682 x1042 for City water and sewer line locates. No line locates will be provided without an approved permit.

FOR CITY USE

Date NOI/CSN Received: _____ Date Fee Paid: _____ Fee Amount*:_____

Special Conditions: _____

_____

Permit Released By:_____ Date:_____**

The release of this permit for construction is based on general compliance and does not approve or warrant the design and does not relieve the owner from any items discovered during construction which are deemed necessary to comply with Federal, State or City ordinance and standards.

*Fee amount per Section A3.009 of the City Ordinances.
** Permit is valid for 12 months of permit release date. Renewal will be required after 12 months of the release date.

REV 6/7/2016

STORM WATER POLLUTION PREVENTION AND CONSTRUCTION SITE WASTE
CONSENT FORM FOR CONTRACTORS / BUILDERS / DEVELOPERS

Pollution prevention from a construction site is not only about controlling sedimentation and siltation by means of erosion control. All construction site waste that leaves a construction area will eventually make it into the storm water system. Siltation and the contribution of other pollutants from construction sites can cause physical, chemical and biological harm to our nation's waters.

ILLICIT DISCHARGE: Any discharge from a site that is not entirely composed of storm water is known as an illicit discharge.

Please identify that you have read and understand the following construction waste guidelines by **initialing each item below.**

____ During a short period of time, construction sites can contribute more sediment to streams than can be deposited naturally during several decades. The City of Celina requires that erosion control measures be placed and maintained regularly at all construction sites.

____ If a construction site disturbs more than one (1) acre of land, it must be covered by the State's TPDES Permit TXR150000 that regulates storm water discharges to state waters.

____ All building construction debris must be gathered up and removed by the end of each day of construction or just before any projected rain event. This includes, but is not limited to excavation material, vegetation, bricks, concrete, timber, metals, glass, tiles, paper and food waste.

____ Waste, construction materials and pollutant materials must be kept in the proper City approved containers at designated waste storage areas throughout construction activities.

____ Weeds, grass, shrubs or brush shall not be deposited in any area that will allow drainage to the storm sewer system or waters of the State.

____ Any potential storm sewer pollutant (pesticides, grease, petroleum products, paints, toxic chemicals, etc.) must be stored in the upright position and on racks/stands during construction.

____ Access shall be provided at all times during construction or demolition for waste collection vehicles.

____ All of the following are indications that storm water leaving a construction site contains an illicit discharge.
The contractor must keep a constant check that any water leaving a construction site is free of these indicators:

Unusual Color or Cloudiness	Strong Musty or Pungent Odor	Floating Debris
Surface Scum or Foam	Oil Sheen	Algae

____ If the site contains construction trash, does not maintain its erosion control measures, is releasing illicit discharges or is not in compliance with any portion of the City of Celina Code of Ordinances it can be issued a Notice of Violation.

My signature below indicates that I have read and understand the above information.

Print Name: _____ Date: _____

Signature: _____

FDP Tracking Code: _____

CITY OF CELINA
FLOODPLAIN DEVELOPMENT APPLICATION – PART 1
(Celina Code of Ordinances – Article III, Section 3.05.072)

To be completed by Applicant or Authorized Representative and submitted to the Floodplain Administrator. Attach additional pages as necessary.

DATE: _____

1. **APPLICANT INFORMATION**

Applicant: _____

Project Name: _____

Property Owner: _____

Address of Property: _____

City/County: _____

Engineer of Record: _____

Project Size (total acres): _____

Applicant's Representative: *Identify person knowledgeable of and authorized to respond to questions concerning data provided by the Applicant.*

Name: _____

Relationship to Applicant: _____

Address: _____

_____

Telephone: _____ Fax: _____

E-Mail: _____

2. **LOCATION:** *Provide general description of location, including street address, nearest cross-street, lot/bock/addition and identify impacted water body(s)(Use separate attachment if necessary):*

_____

_____

_____

_____

3. **FEMA FLOODPLAIN INFORMATION:**

Community Panel No.: _____

Effective Date: _____

FEMA Zones affected (*Zone A, AE, Shaded Zone X*): _____

3. **FEMA FLOODPLAIN INFORMATION:** *(Continued)*

Is there a defined floodway in the project area? Yes ☐ No ☐
If "Yes", see attached permit conditions.

Is a Letter of Map Revision (LOMR) required? Yes ☐ No ☐
If "Yes", see attached permit conditions.

Is a Letter of Map Revision by Fill (LOMR-F) required? Yes ☐ No ☐
If "Yes", see attached permit conditions.

Is a Conditional Letter of Map Revision (CLOMR) required? Yes ☐ No ☐
If "Yes", when is construction proposed to be completed? _____

Total number of acres in floodplain: _____

Total number of lots in floodplain: _____

4. **PROPOSED PROJECT:**

Name of development of subdivision: *(as it appears on final plat on which lot minimum finished floor elevations and base flood elevations are listed)*

_____

Proposed Use: *(check all appropriate categories)*

☐ Private Single dwelling(s)

☐ Private Multi-dwelling(s)

☐ Public

☐ Commercial

☐ Industrial

☐ Other (explain): _____

_____

Proposed Activity: *(check all appropriate categories)*

☐ Excavation

☐ Bridge or Culvert Crossing

☐ Aerial Pipeline Crossing

☐ Fill

☐ Levee

☐ Other (explain): _____

_____

To what extent will the watercourse *(stream, river, drainage ditch)* be altered or relocated (Attach separate page if needed):

_____

_____

_____

If subdivision or other development exceeds 30 lots or 3 acres, whichever is less, the applicant must provide 100-year base flood elevations (BFE) for existing conditions, and 100-year BFE for fully developed conditions, minimum finished floor elevations (BFE+2) and proposed finished flood elevations in the table provided below:

Block	Lot	BFE - Existing Conditions	BFE - Fully Developed Conditions	Minimum Finished Floor Elevations (BFE+2)	Proposed Finished Floor Elevations*
*Proposed Finished Floor elevations must be at least two (2) feet above the base flood elevation.					

5. ADDITIONAL CONSIDERATIONS:

A. Is a Section 10 or Section 404 U.S. Corps of Engineers' Permit required? Yes ☐ No ☐
If yes, date of submittal to Corps of Engineers: _____
Date of approval: _____

B. Is a Texas Commission on Environmental Quality permit required? Yes ☐ No ☐
Date of Approval: _____

C. If this project requires a CLOMR or CLOMR-F, is it in compliance with the Endangered Spices Act? Yes ☐ No ☐
Date of Approval: _____

D. Is an Elevation Certification required? Yes ☐ No ☐
If "Yes", what is the minimum floor elevation?_____

E. Have all other City of Celina permits been obtained? Yes ☐ No ☐
If "Yes", which other departments? _____

F. Is a performance bond required? Yes ☐ No ☐

G. Are plans released for construction on file with the City? Yes ☐ No ☐
Date of Release: _____

I / WE HEREBY AGREE TO COMPLY WITH THE CONDITIONS OF THIS PERMIT, THE CITY OF CELINA'S FLOODPLAIN MANAGEMENT STANDARDS, (CODE OF ORDINANCES ARTICLE III) INCLUDING TO MINIMIZE POTENTIAL FLOOD DAMAGE AND RELATED STORMWATER RUNOFF PROBLEMS, AND TO CONFORM TO ALL OTHER RELATED CITY, STATE AND FEDERAL REGULATIONS TO CONSTRUCT THIS PROPOSED DEVELOPMENT.

_____ _____ _____
(Type or Printed Name) (Signature) (Date)

Period of Permit: This permit shall expire one year from the date of issue, unless specified otherwise below.

CITY OF CELINA APPROVAL:

Application Fee:_____ Received By: _____

By: _____ _____
(Type or Printed Name) (Signature)

Title: _____ Date: _____

Release: _____ Not Approved: _____

Released for Building Permit by:_____ Date: _____

If new buildings are proposed:

Reviewed: _____ Date: _____
(Chief Building Official)

PERMIT FEES – Per Code of Ordinances Appendix A, Section A6.007
Less than three (3) acres, fee is included with Building Permit;
Three through Twenty (3-20) acres, fee is $300.00;
More than Twenty (20+) acres, fee is $500.00

cc: Helen-Eve Liebman, Dir. Planning & Dev. Svcs.
Gabe Johnson, City Engineer

PERMIT CONDITIONS

1. Contractor shall have plans released for construction from the City, prior to commencing any site work.

2. Contractor shall acquire all other applicable City permits prior to commencing construction, including clearing and grubbing, earthwork, construction, building, mining, etc.

3. Flood study demonstrating that the requirements of the City of Celina Code of Ordinances are met and shall be released prior to placing fill in floodplain or drainageways. Flood map revision shall be approved by FEMA prior to placing fill in FEMA floodplain.

4. Fill for new building construction shall be compacted to 95% standard proctor density at plus or minus 3% of optimum moisture content, unless specified otherwise on plans released for construction by the City.

5. Adjoining property owners shall not be adversely affected by increased velocities, significantly increased flows, increased flood elevations, sediment, erosion, etc.

6. For excavation and/or mining, see Public Works' for a Mining Permit and Road Use Permit. A Reclamation Plan will also have to be submitted to the Floodplain Administrator for release.

7. Residential construction. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated to at least two (2) feet above the FEMA base flood elevation. A registered professional engineer, architect or land surveyor shall submit an elevation certificate to the floodplain administrator that the standard of section 3.05.042 (1), as proposed in section 3.05.072, is satisfied.

8. Nonresidential construction. New construction and substantial improvements of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated to at least two (2) feet above the base flood elevation or, together with attendant utility and sanitary facilities, be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy to a level at least two (2) feet above the base flood elevation. A registered professional engineer or architect shall develop and/or review structural design, specifications and plans for the construction and shall certify that the design and methods of construction are in accordance with accepted standards of practice as outlined in this subsection. A record of the certification which includes the specific elevation, in relation to mean sea level, to which the structures are flood proofed shall be provided to the floodplain administrator.

9. All utility lines shall be installed as to minimize damage from potential flooding.

10. Upon completion of construction, submit an Elevation Certificate, as-built plans, and certification from a Professional Engineer that flood-proofing requirements have been met (if flood-proofing is required).

SPECIAL CONDITIONS:

_____

_____

_____

_____

NOTE: Proof of financial capability and fiscal responsibility may be required by the City prior to release and issuance of this permit.

CITY OF CELINA
FLOODPLAIN DEVELOPMENT APPLICATION – PART 2
(Celina Code of Ordinances – Article III, Section 3.05.072)
Detailed Hydrologic and Hydraulic Information

To be completed by Applicant or Authorized Representative and submitted to the Floodplain Administrator.
Attach additional pages as necessary.

Property Address: _____

DATE: _____

EXISTING 100-YEAR FLOOD

Hydrologic and Hydraulic Impact		Pre-Project	Post-Project	Change
Discharge	Upstream Boundary of Project (UB)	cfs	cfs	cfs
	Downstream Boundary of Project (DB)	cfs	cfs	cfs
Channel Velocity	Upstream Boundary of Project	fps	fps	fps
	Downstream Boundary of Project	fps	fps	fps
Water Surface Elevation (NAVD)				
	____ ft upstream of UB	ft	ft	ft
	____ ft upstream of UB	ft	ft	ft
	____ ft upstream of UB	ft	ft	ft
	____ ft upstream of UB	ft	ft	ft
	Upstream Boundary of Project	ft	ft	ft
	Mid-Project	ft	ft	ft
	Downstream Boundary of Project	ft	ft	ft
	____ ft downstream of DB	ft	ft	ft
	____ ft downstream of DB	ft	ft	ft
	____ ft downstream of DB	ft	ft	ft
	____ ft downstream of DB	ft	ft	ft
Project Lands in Floodplain		ac	ac	ac
Valley Storage on Project Lands		ac-ft	ac-ft	ac-ft

ULTIMATE 100-YEAR FLOOD

Hydrologic and Hydraulic Impact		Pre-Project	Post-Project	Change
Discharge	Upstream Boundary of Project (UB)	cfs	cfs	cfs
	Downstream Boundary of Project (DB)	cfs	cfs	cfs
Channel Velocity	Upstream Boundary of Project	fps	fps	fps
	Downstream Boundary of Project	fps	fps	fps
Water Surface Elevation (NAVD)				
	____ ft upstream of UB	ft	ft	ft
	____ ft upstream of UB	ft	ft	ft
	____ ft upstream of UB	ft	ft	ft
	____ ft upstream of UB	ft	ft	ft
	Upstream Boundary of Project	ft	ft	ft
	Mid-Project	ft	ft	ft
	Downstream Boundary of Project	ft	ft	ft
	____ ft downstream of DB	ft	ft	ft
	____ ft downstream of DB	ft	ft	ft
	____ ft downstream of DB	ft	ft	ft
	____ ft downstream of DB	ft	ft	ft
Project Lands in Floodplain		ac	ac	ac
Valley Storage on Project Lands		ac-ft	ac-ft	ac-ft

VALLEY STORAGE MITIGATION:

Describe hydraulic mitigation used to compensate for project valley storage impacts (use separate attachment if necessary) as per section 3.05.041 (11) of the Code of Ordinances.

Application is hereby submitted for a City of Celina Floodplain Development Permit. I certify that I am knowledgeable of the information contained in this application, and that to the best of my knowledge and belief, this information is true, complete and accurate.

Applicant or Applicant's Representative

(Type or Printed Name)	(Signature)	(Date)

(Title)

Professional Engineer/License Number/Seal or Stamp

cc: Gabe Johnson, City Engineer
Helen-Eve Liebman, Dir. Planning & Development Services
Joel Huff, Building Official
Contractor

APPLICATION OF PROPOSED UTILITY INSTALLATION

Utility Line in City Easement, Highway, County Road, or Street within the City of Celina, Texas

To: The City of Celina
C/O Engineering Services
142 N. Ohio St.
Celina, Texas 75009

PERMIT#_____ Date: _____

Fee for non-Franchise Utilities: $75.00

Formal notice is hereby given that _____ proposes to place a _____
Contractor **Description of Project**

within the Right-of-Way of _____ in the City of Celina, Texas as follows:
Road/Parcel

In-depth Description

_____
_____
_____
_____

Temporary Road Closure? YES NO if YES, then must submit a Traffic Control Plan one week in advance for approval.

The line will be constructed and maintained in the city easement as shown on the attached drawing and in accordance with the rules, regulations and policies of the City of Celina, Texas, TXDOT, and all other governing laws, including but not limited to the "Federal Clean Water Act", the "Federal Endangered Species Act", and the "Federal Historic Preservation Act". Upon request by the City, proof of compliance with all governing laws, rules and regulations will be submitted to the City before commencement of construction. Please refer to Sections 3.10.071 – 3.10.078 of the City of Celina Code of Ordinances. As per Section 3.10.078, any person violating or failing to comply with any provision of this division shall be fined, upon conviction, in an amount not more than two thousand dollars ($2,000.00), and separate offenses shall be deemed committed each day during or on which a violation occurs or continues. The penal provisions imposed under this division shall not preclude the city from filing suit to enjoin the violation. The city retains all legal rights and remedies available to it pursuant to local, state, and federal law.

The Contractor will use Best Management Practices to minimize erosion and sedimentation resulting from the proposed installation, and will revegetate the project area as indicated under "Revegetation Special Provisions". The Contractor will ensure that traffic control measures complying with applicable portions of the "Texas Manual of Uniform Traffic Control Devices" will be installed and maintained for the duration of the installation. The location and description of the proposed line and appurtenances shall be more fully shown by two (2) complete sets of drawings attached to this notice.

Work hours are 8:00AM-5:00PM, Mon.-Fri., No boring or Drilling on Fridays, No Work 24 hours before holidays. An English speaking supervisor must be on site at all times.

A proof of insurance and bonding attached as per Section 3.10.076.? YES NO if No, a copy must be sent before approval.

Construction of this line will be from _____ to _____
Start Date **Finish Date**

By signing below, I certify that I am authorized to represent the Contractor as listed below, and that the listed Contractor agrees to the conditions/provisions included in this permit.

Submitter: _____

Signature: _____

(This space for City use)

	Contractor	Utility Franchise
Firm		
Name of Contact Person		
Title		
Address		
Phone		
Email		

No work is to proceed prior to the return of this application after City review and approval. 24 hour notice is required prior to actual work commencement.

TEMPORARY ROAD CLOSURE PROCEDURE

Requests for construction-related temporary street closures throughout the City of Celina must be submitted to the Engineering and Public Works Department at least seven calendar days prior to the date for which the closure is needed. This process is used to inform the Police Department, Fire Department and Emergency Medical Services, other impacted Cities (if applicable) and the general public for planning purposes as well as to ensure that the correct street barricading procedures are followed for the safety of pedestrians and vehicular traffic.

Information required in the letter for all street closures is as follows:

1. If not associated with an approved development construction plan set a Utility Installation Permit must be completed.
2. Purpose of closure.
3. Names of streets to be closed and the names of the cross streets that they intersect.
4. Dates and times of beginning and ending of closure.
5. A person's name, telephone number, and address as a contact for future information if necessary.
6. Approved Traffic Control Plan (TCP).
7. Name of the barricade company which will provide barricades for the event (Please note that barricades must comply with the Texas Manual on Uniform Traffic Control Devices).
8. Public Outreach by Responsible Party
    a. Terri Ricketts, tricketts@celina-tx.gov
        i. City Website
        ii. Facebook
        iii. Twitter
    b. Jan Cole and/or Gabe Johnson
        i. PRIORITY CONTACTS
            1. Public Safety Director – Mark Metdker, mmetdker@celina-tx.gov
            2. Police – Shea Scott, sscott@celina-tx.gov
            3. Fire – Kyle Mills, kmills@celina-tx.gov
            4. Celina ISD – Rick DeMasters, rickdemasters@celinaisd.com
            5. Celina Post Office
                i. Cynthia Osterman, Cynthia.r.osterman@usps.gov
                ii. Natalie Lee, Natalie.a.lee@usps.gov
            6. Progressive Waste Solutions - Jeff Morley, jeff.morley@progressivewaste.com
            7. Subdivision HOA or Property Management Group
        ii. IF APPLICABLE CONTACTS
            1. Collin County – Jon Kleinheksel, jkleinheksel@co.collin.tx.us
            2. Denton County – Mike Simmons, Mike.Simmons@dentoncounty.com
            3. City of Prosper – Hulon Webb, HWebb@prospertx.gov
            4. Prosper ISD – Jody Woolverton, jswoolverton@prosper-isd.net
            5. Prosper Post Office – Jim Spradley, jim.c.spradley@usps.gov
            6. TxDOT – Barry Heard, Barry.Heard@txdot.gov
            7. BNSF – Chris Vega, Christopher.Vega@BNSF.com

Please contact Engineering and Public Works Department at 972-382-2682 x1081 to request a temporary street closure permit.

Change Order

City of Celina
Engineering and Public Works
142 N. Ohio Street ▪ Celina, Texas 75009

To: _____

_____

_____

Basis of Change Order:

☐ Error / Omission (A/E) ☐ Differing Site Condition
☐ Error/ Omission (CM) ☐ Field Resolution
☐ Owner Request (User) ☐ Owner Request (Other)
☐ Value Engineering ☐ _____

Contract No.: _____
Change Order No.: _____
Project Number: _____
Project Name: _____
Project Location: _____

Contract Price (indicate if zero cost)

Add: $_____ Deduct: $_____

Contract Time:

☐ No Change ____ Days Added ____ Days Deducted

Cost Basis: (check all that apply)

☐ Time & Material Not to Exceed ☐ Fixed Price
☐ Allowance (described below) ☐ Unit Price

Your company is authorized and directed to proceed with the following (attach additional sheets if needed):

Justification:

Special Notice: This Change Order identifies satisfaction of all compensation and time adjustments related to this change to the Work.

External Construction Manager Recommendation:

Name _____

_____ _____
Signature Date

Contractor Concurrence:

Name _____

_____ _____
Signature Date

A/E Recommendation:

Name _____

_____ _____
Signature Date

City of Celina Manager Approval:

Name _____

_____ _____
Signature Date

Contractor proposal for adjustments in contract sum, contract time, or both, are to be submitted within 14 days of the City approval of the Change Order. Maximum amount for any one Change Order shall conform to the City guidelines and project specifications. Proposals must conform to Change Order Procedures and Pricing Guidelines.

FINAL ACCEPTANCE CHECKLIST

Project Name: _____

1. Payment of Thoroughfare impact fees prior to final plat being filed: Amount$_____ Date:_____
2. Final project walk completed (All construction including street signs and franchise utilities should be complete prior to scheduled walk): Date_____
3. Punch list items completed and verified: Date_____
4. Engineer's Certificate of Completion: Complete ☐
5. Payment of 3% inspection fees: Amount_$_____
6. Lien Release from contractor(s): Complete ☐
7. Affidavit of All Bills Paid from contractor(s): Complete ☐
8. Maintenance Bond for public infrastructure (100% - 2 years from final acceptance): Complete ☐
9. Record drawings. 2 full size, 2 half size, and 2 CD's with PDF drawings stamped "Record Drawings". Include CAD or GIS files on the CD's. Shapefiles shall be in North Texas State plane FIPS 4202: Complete ☐
10. 2 CD's of all materials testing results for the project: Complete ☐
11. Sewer line testing and video inspection records: Complete ☐
12. Escrow or pro-rata payments, if applicable: Complete ☐
13. Filed easements at County for off-site work and include copies of filed County documents: Complete ☐
14. City issues signed final acceptance letter with backup documents: Complete ☐
15. Scan, file original with permitting, and send the scan to the owner: Complete ☐

For questions contact:
Jan Cole
City of Celina
Sr. Engineering Construction Inspector
972-837-6601
jcole@celina-tx.gov