



## 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 (Dir. Public Works) Phone No.: 972-382-2682 X 4000
- City Contact: Name: Gabe Johnson (Dir. Engineering) Phone No.: 972-382-2682 X 1081

### 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. 1 Full Size
  2. 4 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:

<u>Utility</u>	<u>Provider</u>	<u>Contact</u>
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 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 – 110 N Colorado, 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. (1) – 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: \_\_\_\_\_

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# EARTHWORK PERMIT APPLICATION

## Development Services

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

<b>OWNER INFORMATION</b>			Permit Number: _____
NAME:			
ADDRESS:			
CITY:	STATE:	ZIP:	
PHONE:	FAX:		
EMAIL ADDRESS:			

<b>CONTRACTOR INFORMATION</b>			
CONTACT NAME:			
COMPANY NAME:			
ADDRESS:			
CITY:	STATE:	ZIP:	
PHONE:	FAX:		
EMAIL ADDRESS:			

<b>PROPERTY / SITE INFORMATION</b>			
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)? <input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES YOUR SITE/PROPERTY HAVE A CITY APPROVED GENERAL DEVELOPMENT PLAN? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If NO and earthwork is for commercial or residential greater than 2 acres contact the Planning and Development Dept.</b>			
IS PROPOSED ACTIVITY LOCATED IN A 100-YEAR FLOODPLAIN? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>(IF YES, CONTACT ENGINEERING FOR FLOODPLAIN PERMIT REQUIREMENTS)</b>			

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.



**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: \_\_\_\_\_



**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/block/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 floor 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 Species Act? Yes  No

Date of Approval: \_\_\_\_\_

D. Is an Elevation Certification required? Yes  No

If "Yes", what is the minimum floor elevation? \_\_\_\_\_





**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:**

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**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
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**

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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:** \_\_\_\_\_

(This space for City use)

**Signature:** \_\_\_\_\_

	Contractor	Utility Franchise
<b>Firm</b>		
<b>Name of Contact Person</b>		
<b>Title</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		

**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. Jessica Matehuala, [jmatehuala@celina-tx.gov](mailto:jmatehuala@celina-tx.gov)
    - i. City Website
    - ii. Facebook
    - iii. Twitter
  - b. Catherine Oduro, [coduro@celina-tx.gov](mailto:coduro@celina-tx.gov)
    - i. PRIORITY CONTACTS
      1. City Manager – Jason Laumer, [jlaumer@celina-tx.gov](mailto:jlaumer@celina-tx.gov)
      2. Public Safety Director – Mark Metdker, [mmetdker@celina-tx.gov](mailto:mmetdker@celina-tx.gov)
      3. Police – Shea Scott, [pdadmin@celina-tx.gov](mailto:pdadmin@celina-tx.gov)
      4. Fire – Shain Hunn, [shunn@celina-tx.gov](mailto:shunn@celina-tx.gov)
      5. Celina ISD – Bill Hemby, [billhemby@celinaisd.com](mailto:billhemby@celinaisd.com)
      6. Public Works-Alan Fourmentin, [afourmentin@celina-tx.gov](mailto:afourmentin@celina-tx.gov)
      7. Celina Post Office
        - i. Cynthia Osterman, [Cynthia.r.osterman@usps.gov](mailto:Cynthia.r.osterman@usps.gov)
        - ii. Natalie Lee, [Natalie.a.lee@usps.gov](mailto:Natalie.a.lee@usps.gov)
      8. Progressive Waste Solutions - Jeff Morley, [jeff.morley@progressivewaste.com](mailto:jeff.morley@progressivewaste.com)
      9. Subdivision HOA or Property Management Groups
    - ii. IF APPLICABLE CONTACTS
      1. Collin County – Jon Kleinheksel, [jkleinheksel@co.collin.tx.us](mailto:jkleinheksel@co.collin.tx.us)
      2. Denton County – Mike Simmons, [Mike.Simmons@dentoncounty.com](mailto:Mike.Simmons@dentoncounty.com)
      3. City of Prosper – Hulon Webb, [HWebb@prospertx.gov](mailto:HWebb@prospertx.gov)
      4. Prosper ISD – Jody Woolverton, [jswoolverton@prosper-isd.net](mailto:jswoolverton@prosper-isd.net)
      5. Prosper Post Office – Jim Spradley, [jim.c.spradley@usps.gov](mailto:jim.c.spradley@usps.gov)
      6. TxDOT – Brenan Honey, [Brenan.Honey@txdot.gov](mailto:Brenan.Honey@txdot.gov)
      7. BNSF – Chris Vega, [Christopher.Vega@BNSF.com](mailto:Christopher.Vega@BNSF.com)

Please contact Engineering Department at 972-382-2682 x1082 to request a temporary street closure permit.

# Change Order

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



To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contract No.: \_\_\_\_\_  
Change Order No.: \_\_\_\_\_  
Project Number: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Location: \_\_\_\_\_

**Basis of Change Order:**

- |   |   |
|---|---|
| <input type="checkbox"/> Error / Omission (A/E) | <input type="checkbox"/> Differing Site Condition |
| <input type="checkbox"/> Error/ Omission (CM)   | <input type="checkbox"/> Field Resolution         |
| <input type="checkbox"/> Owner Request (User)   | <input type="checkbox"/> Owner Request (Other)    |
| <input type="checkbox"/> Value Engineering      | <input type="checkbox"/> _____                    |

**Contract Price** (indicate if zero cost)

Add: \$ \_\_\_\_\_ Deduct: \$ \_\_\_\_\_

**Contract Time:**

No Change    \_\_\_ Days Added    \_\_\_ Days Deducted

**Cost Basis:** (check all that apply)

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Time & Material Not to Exceed | <input type="checkbox"/> Fixed Price |
| <input type="checkbox"/> Allowance (described below)   | <input type="checkbox"/> 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.

CHECKLIST FOR ADDING CONSHIELD TO READY MIX CONCRETE

PROJECT NAME: \_\_\_\_\_ CONCRETE ARRIVE TIME: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ AIR TEMPERATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ CONCRETE TEMPERATURE: \_\_\_\_\_

Concrete was produced to the mix design submitted for this specific project and has prior approval by ConShield Technologies.

Concrete was received on site with the appropriate slump that will allow the addition of the recommended amount of ConShield without increasing the slump beyond specification.

The ConShield additive has been stored as per manufacturer's recommendation and has not exceeded its self-life nor has it been contaminated.

The correct amount of ConShield was added based on the manufacturer's recommended dosage of one (1) gallon per cubic yard.

The correct amount of Con Tint colorant was added based on the manufacturer's recommended dosage of five (5) pounds per cubic yard.

The minimum mix time of 10 minutes at full charge rotation was achieved after the addition of the ConShield and Con Tint

The ambient temperature at the job site was such as the surface of the poured concrete will not freeze before the concrete has taken its initial set. (40°F and rising)

\_\_\_\_\_  
Installing Contractor

\_\_\_\_\_  
Project Inspector



## FINAL ACCEPTANCE CHECKLIST

**Project Name:** \_\_\_\_\_

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