



PLEASE NOTE: INCOMPLETE APPLICATIONS MAY NOT BE ACCEPTED

Please Select Plan Type:

- Initial submittal
- Residential single lot
- Resubmittal or Final
- Residential two or more lots
- Large Subdivision (10 or more lots), Commercial or industrial

DEVELOPMENT INFORMATION

PROJECT ADDRESS: \_\_\_\_\_ Plat Name: \_\_\_\_\_

Lot & Block: \_\_\_\_\_ Survey & Abstract: \_\_\_\_\_ No. of Lots: \_\_\_\_\_ Acreage: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

OWNER INFORMATION

Firm Name (authorized representing agent, if applicable): \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

SURVEYOR/ENGINEER INFORMATION

Firm Name: \_\_\_\_\_

Surveyor/Engineer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

REPRESENTATIVE/AGENT INFORMATION

Firm Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Applicant (note: by signing this application you acknowledge that you have completed the application and read the Required Documents Checklist and Plan Review Assumptions and Requirements below:

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBMIT APPLICATION AND DRAWINGS TO: Public Works Department 500 Lake Bardwell Drive Ennis, TX 75119

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Comments Date: \_\_\_\_\_

Final Drawings Approval – Drawings date: \_\_\_\_\_ Approval date: \_\_\_\_\_

### REQUIRED DOCUMENTS CHECKLIST

Any applications submitted without 1) A completed Civil Plan Review Application, 2) A single 24x36 hard copy complete set of drawings, and 3) A .pdf file of the drawings by email or thumb drive - shall be deemed an incomplete submittal and shall not be accepted. If you have questions on any of these elements, please call the Public Works Department at (972) 875-1906.

<b>Required Documents</b>  <b>Plan Type →</b>  <b>“X” denotes a required element or plan sheet</b> <b>“O” denotes an optional item that may be required based on policy and Public Works Department review of feasibility and potential impact to adjacent properties and existing infrastructure.</b>	Residential single lot	Residential two or more lots	Large Subdivision, Commercial or Industrial	<b>Comments:</b>
Complete Civil Plan Review Application (All pages of this form)	X	X	X	
Water & Sewer Verification (1) Excluded subdivisions noted below	X	X	X	
CIVIL CONSTRUCTION DRAWINGS (1) Excluded subdivisions noted below	X	X	X	
Cover Sheet showing a location map, a project name, Owner name and contact information, Street Address, Lot & Block, location map, Engineer, Surveyor, and drawing index	X	X	X	
Site Plan: Property lines, building pad with dimensions to property lines, building pad elevation relative to road elevation, existing and proposed easements, driveway, existing road type of pavement, type of existing curb, sidewalk, north arrow, graphic scale	X	X	X	
Utility Plan: water and sewer service locations (for Residential Single lot development may be included on Site Plan)	X	X	X	
Street Light and Signage Plan	O	O	X	
Erosion Control Plan	X	X	X	
(2) Grading Plan showing proposed direction of runoff flow, highpoints, lowpoints, swales, berms, discharge point	X	X	X	
Grading Plan also shows existing and proposed contours, street elevation, ditch elevation (if applicable), proposed finished floor elevation.	O	X	X	
Drainage Study showing existing and proposed runoff rates and design points, direction of runoff flow, highpoints, lowpoints, swales, berms, discharge points, storm drain calculations, inlet calculations, culvert calculation, ditch calculations	O	O	X	
Applicable current Standard Details Sheets	X	X	X	

## Plan Review Assumptions and Requirements

### Additional Instructions:

1. The initial submittal must include a copy of a Completed Public Works Application showing payment has been made for the Civil Plan Review Fee. Document should be coded and initialed by City Hall billing department when payment is made.
2. One 24"x36" hardcopy set of drawings, and a .pdf of the drawings in email, electronic transfer, or thumb-drive will be required with each submittal. The hardcopy set of drawings shall be bound. Drawings become property of the City, may be discarded, and shall not be returned.
3. Please do not include the building plans or foundation drawings in the Site (Civil) Design drawing package that are submitted to Public Works Department. Building plans or foundation drawings should be submitted to the Building and Inspections Department.
4. Drawings that include construction of public infrastructure to be constructed within the right-of-way or public utility easement shall be sealed by a professional engineer.
5. Allow 30 - 45 working day review time for 1st submittal and 10 -15 working day review time for subsequent submittals.
6. For resubmittal or final submittal - provide a written response to each comment indicating if it has been addressed on drawings or an explanation.
7. Civil Drawings and Site plan approvals shall expire 1-year after the approval date.
8. Contact Edward Green, P.E., [egreen@ennistx.gov](mailto:egreen@ennistx.gov) with email copies of submittal or any questions.

**Residential Subdivisions:** Developers are encouraged to contact Paul Liska ([pliska@ennistx.gov](mailto:pliska@ennistx.gov)) early in the planning process for Parks Department requirements.

**Proposed construction shall comply with the requirements of the current City of Ennis Infrastructure Design Standards for:** streets, drainage, utilities, lighting, signage, erosion control, details, and any other applicable plans.

A link to Public Works Application, and for the Infrastructure Design Standards (specifications), and Standard Details sheets (for 24x36 plotting) is: <https://www.ennistx.gov/departments/PublicWorks/ApplicationsDocuments>

- (1) All phases of the following subdivisions shall not require utilities verification or detail review of site plans by Public Works: Promontory Point, Pinehurst, Walkers Run, Sleepy Hollow Estates, Ill Cardinals Addition, Sleepy Hollow Manor, Bluebonnet Estates, Stonewycke Farms, and Christian Meadows. Driveway width shall match the width approved for each subdivision at the time of initial construction.
- (2) Where building pad is very close to adjacent property or cross lot drainage may be an issue then additional elevation and runoff pattern information may be required.