

PRECONSTRUCTION MEETING CHECKLIST

The following is a list of items that must be completed prior to scheduling a Preconstruction Meeting.

Project Name _____ Project Phase _____ Date _____

- ☐ Final Plat approved by Planning & Zoning and by City Council.
- ☐ Inspection fee paid. **Use Estimated Affidavit of Value Form** (4% of public infrastructure value).
- ☐ A copy of the most current Stormwater Pollution Prevention Plan (SWPPP).
- ☐ A Texas Commission on Environmental Quality (TCEQ) copy of record of Construction Notice of Intent (NOI).
- ☐ Erosion Control Plan with name of party responsible for inspection and reporting.
- ☐ 3 full-size, 3 half-size plan sets and plans in portable document format (pdf) for City records.
- ☐ Plan sets for approval by City (owner and contractor sets).
- ☐ Final and executed easements or right-of-way documents specific to the project per the final plan submittal.
- ☐ Trench Safety Plan signed and sealed by a Professional Engineer (P.E.)
- ☐ Permits as required for the Project (e.g. TxDOT, Collin County, City of Anna).
- ☐ Insurance certificate on file with the City naming the City of Anna as an additional insured.
- ☐ Materials testing contractor and contact information.
- ☐ Per City Ordinance the Property Owner shall furnish the City with a letter signed by a Texas Professional Engineer stating that the development as designed will not damage downstream property due to the development's impact on off-site drainage.
- ☐ Project submittals sent to the Public Works Department for review.
- ☐ Requested Preconstruction Meeting Date.

Statement - By my signature below I certify that I am authorized to submit the above referenced documents on behalf of the project owner and that the documents submitted are complete and accurate to the best of my knowledge.

Signature

Date

This section for City Use Only

Reviewed by _____ Date _____

☐ Approved ☐ Rejected ☐ Revise and Resubmit

Notes _____
