

Project Name: _____ Date: _____

Plat Name: _____

Project Address: _____

PARKING LOT IMPROVEMENT CHECKLIST

Engineering plans are generally required for parking lot expansion projects. The following is an abbreviated checklist for typical parking lot improvements compiled from the larger Engineering Plan Submittal Requirements. **Larger parking lot projects may be required to go through the Site Plan Process to obtain an approved site plan prior to submission of Engineering Plans.** Engineering plans must address all applicable City, State and Federal requirements, including requirements for **drainage**, grading, fire protection, utilities and traffic. Plans shall also include applicable City standard construction details.

Each Engineering Plan Submission Shall Consist of:

- ☐ **Digital copy in pdf format per eReview Standards:**
 - Engineering plans (including details)
 - Supporting design calculations, reports, hydraulic studies, geotechnical reports, SWPPP, etc.
 - Required Administrative Items (such as supporting permit documentation, etc. – See detailed checklist at <http://www.cityofmesquite.com/DocumentCenter/Home/View/409>).
- ☐ **Correct engineering plan review fee**

All submittals of the above information will be through the Citizen Access Portal at:

<https://energov.cityofmesquite.com>

The engineering plan set shall include **a copy** (*please retain originals of your approved site plan to make copies for subsequent submittals*) of the site plan approved by Planning Division and with the Planning Division stamp and signature of approval, if required.

Engineering Plan Sets For Parking Lot Expansions Shall Include:

- ☐ Cover Sheet
- ☐ Dimensional Control/Paving/Grading Plan – Showing the following items:
 - Dumpster Pad Location
 - Fire Lane and Fire Hydrant locations – Existing and proposed if required
 - Visibility Triangles and Easements (for any connections to City Streets)
 - Existing contour lines (maximum 2' contour interval)
 - Proposed contour lines (maximum 2' contour interval)
 - Benchmark location and elevation
 - Spot elevations for proposed paving and other improvements such as (Top of Curb, Finished Floor, Driveway Apron, Drainage Inlet Throat, Flowline, etc)
- ☐ Drainage Area Map (see City drainage ordinance at <https://www.cityofmesquite.com/DocumentCenter/Home/View/404> for additional information required on the Drainage Area Map)
- ☐ Storm Drainage Plans – show culverts, headwalls, storm sewer pipe, inlets, downspouts, etc.

- ☐ Traffic Control, Paving and Grading Notes
- ☐ Standard Details (typically)
 - Paving Sheet 3 – sidewalks, approaches
 - Standard and Recessed Inlets
 - Storm Sewer Sheet – manholes, pipes
 - Special Inlets (Y-inlets)
 - Water Sheet One
- ☐ SWP3 / Erosion Control Plan (if over 1 acre of land is disturbed by proposed project)
- ☐ If area to be disturbed is 1 acre or over – Executed TCEQ – Small Construction Site Notice (CSN)
- ☐ If area to be disturbed is 5 acres or over – Executed TCEQ Notice of Intent (NOI) and Large Construction Site Notice (CSN).
- ☐ If trees are to be removed, approval of tree mitigation plan by the City Arborist
- ☐ Grading Permit, notarized, completed and fee (if required)
- ☐ Impervious Area Form Summary – updated