



CITY OF GRAPEVINE, TEXAS

PRECONSTRUCTION CHECKLIST

PUBLIC WORKS DEPARTMENT – ENGINEERING DIVISION
200 South Main Street
Grapevine, Texas 76051
Tele: 817.410.3136 – Fax: 817.410.3003

Due Prior to Pre-Construction Meeting:

- Plat must be filed for record at the courthouse prior to construction plans are released for construction. If plat is not filed, construction plans will held until plat is filed. _____
- Site plan or concept plan must be approved by Development Services _____
- Five (5) 22" x 34" sets and three (3) 11" x 17" (half size) of the construction plans, which are to be stamped 'Released for Construction' and one CD in PDF of the construction plans. One (1) 22" x 34" set and three (3) 11" x 17" sets will remain at the City, while four (4) 22" x 34" sets will be given to the Contractor. Engineer may provide additional sets of plans, if desired. _____

- Open Space Fee:
Open Space Fees are required for residential zoning designations. Open Space Fees are not required for commercial or industrial zoning designations. _____
- Barricade or traffic control plan _____
- Trench safety plan

- TXDOT permits (if applicable) _____
- TRA permits (if applicable) _____
- Indemnification letters (if applicable) _____
- Offsite Easements (if applicable) _____
- 'Fill' agreement (if applicable) _____
- FEMA documents (if applicable) _____

Due at Pre-Construction Meeting:

- Copy of **Contract Proposal** of the itemized amounts of the Public Works Improvements in the following categories: public water improvements, public sanitary sewer improvements, public and private storm drain improvements, and public paving improvements. _____
- **Inspection Fee:**
5 % Design Review and Construction Inspection Fee for public water, public sanitary sewer, Public & private drainage and public paving improvements within the public right-of-way or easements (including excavation/fill) based on actual construction costs as well as private drainage. _____
- **Street Sign Fees:**
Street Sign Fees are based on sign type. _____
- **Sidewalk Fees:**
Sidewalk Escrow Fees (if applicable) are linear foot of road frontage for new construction or repair (\$20 for four (4) foot sidewalk; \$25 for five (5) foot sidewalk).
- **Peripheral Street Fees: (if applicable)**
Peripheral Street Fees are based on roadway type and length. _____

Due Prior to Final Acceptance of Subdivision:

- **Donated asset form which must be completed by Engineer and signed by owner prior to Final Acceptance.** _____
- **Record Drawings**
- **Amended plat (if applicable)**
- **Maintenance Bond:** A maintenance bond shall be in an amount equal to twenty-five (25) percent the total cost of construction for the public water, public sanitary sewer, public storm drainage and street improvements associated with the project. The maintenance bond shall be submitted to the Public Works Department prior to the Certificate of Occupancy. The contractor shall guarantee all public improvements for a period of two (2) years after the date of final acceptance by the City. Maintenance bonds shall be issued by a Surety licensed to operate in the State of Texas.

Due Prior to Building Permit Issue:

- **Water and Wastewater Impact Fees:**
Water and Wastewater Impact Fees are based upon zoning designations. _____
- **Lot to Lot Drainage Fees:**
Lot to Lot Drainage Fees are based upon zoning designations and size of development. _____