



Civil Plan Review Application

for Development of

Street, Water, Sanitary Sewer, Grading & Drainage

City of Cleburne
Engineering Department
10 N Robinson St
Cleburne, TX 76031
(817) 556-8869

Part 1. Project Information

Application Date:

Submittal No:

Development Project or Site Location:

Project Location/Description:

Part 2. Owner Information

Owner Name:

Owner Address:

City/State/Zip:

Phone:

Owner Email Address:

Part 3. Engineering Information

Design Engineer Firm/Name:

Engineer Address:

City/State/Zip:

Phone:

Engineer Email Address:

Part 4. Plan Submittal Requirements

The following items are required with all plan submittals and resubmittals: (*Incorrect or incomplete submittals are subject to rejection*)

- ☐ Two (2) sets of hardcopy construction plans (*full size*) bound neatly on the left side.
- ☐ One (1) set of electronic plans (*.pdf format*) by file transfer or on flash drive. Email to austin.nguyen@cleburne.net or to kent.conner@cleburne.net for file transfer.
- ☐ A copy of the plat included as the second page of the plan sets.
- ☐ Water, Sanitary Sewer, Paving, Drainage and Erosion Control sheets, as applicable - signed and sealed by a Professional Engineer licensed in the State of Texas.
- ☐ Engineering Design Review Fee (\$200/page, first submittal only)
- ☐ Markups from previous review (*resubmittals only*).
- ☐ Comment response letter (*resubmittals only*).

Note: Review of each submittal is typically completed within 3 weeks. An email will be sent to the Design Engineer and Developer when the plan markups and comment letter are ready to be picked up at City Hall. In addition to the required items above, the markups and must be returned with each resubmittal.

Part 5. Applicant Signature

Printed Name:

Signature:

Part 6. For Office Use Only

- ☐ Submittal is complete. Owner and Design Engineer notified and plans forwarded to Project Engineer for review.
- ☐ Received design review fee
- ☐ Submittal is incomplete and is not accepted. Owner and Design Engineer notified of deficient submittal items.

Signature: _____

Date: _____