

PUBLIC IMPROVEMENT CONSTRUCTION PLAN APPLICATION FORM

Update: September 2025

Permit #



CONTACT INFORMATION

Applicant's Name		Property Owner	
Applicant's Title		Owner's Title	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

Review & Enforcement correspondence is sent to the Applicant. Owner = person or legal entity currently holding the title to the property.

PROPERTY INFORMATION

Subject Property Address:

Area in Acreage: _____ **Tax ID #: R** _____ **Zoning District(s):** _____

Legal Description: Lot _____ Block _____ Subdivision _____

DESCRIPTION OF REQUEST

Contract Value: _____

Description & Purpose of proposed improvements: _____

AUTHORIZATION

All required application documents and fees have been included with this application. I understand that the City of San Marcos will only accept this application and fees when all required documentation has been provided.

Filing Fee as noted on pg. 2 **Technology Fee \$15** **TOTAL FEE ATTACHED \$** _____

Applicant's Signature: _____ **Date:** _____

Printed Name: _____

Apply Online at [MGOCONNECT.ORG](https://mgconnect.org)

Planning & Development Services • 630 East Hopkins • San Marcos, Texas 78666 • 512-805-2630

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CHECKLIST FOR PUBLIC IMPROVEMENTS CONSTRUCTION PLAN APPLICATION

Items Required for Complete Submittal		Check Here if Not Applicable - <u>written explanation required, use additional pages as necessary</u>	
☐	Completed Application for Public Improvements Construction Plan	☐	
	Filing Fee for Subdivision improvements including more than 1 type of infrastructure: \$2,100 plus \$200 per acre (Max \$5,000) Technology Fee: \$15	☐	
☐	Authorization to represent the property owner, if applicant is not the owner	☐	Applicant is the property owner
☐	Approved Watershed Protection Plan	☐	
☐	Final Subdivision Plat	☐	
☐	Engineer's Opinion of Probable Construction Cost	☐	
☐	Geotechnical Report including pavement design specifications	☐	
☐	Hydraulic Calculations (detailed, such as routing program computations not included in plan sheets)	☐	
☐	Construction Specifications signed and sealed by a professional engineer licensed in the State of Texas	☐	
☐	Construction Plans signed and sealed by a professional engineer licensed in the State of Texas, including*: - General *24"x36" sheets *North Arrow *Scale *Existing Utilities – water, wastewater, stormwater, gas, electric, communications *Property Lines *Right of Way *Easements *100-year floodplain - Cover Sheet *Project Title *Index of all sheets *Vicinity Map (1"=2,000' or larger) *Names and Contact information for Owner, Developer, Engineer, Other professionals involved *City of San Marcos Approval Block for Directors of: Department of Environment & Engineering, Department of Water & Wastewater, Department of Public Works *Contact Information for Coordination and Emergency including – City of San Marcos Department of Environment & Engineering, City of San	☐	

Marcos Engineering Inspection Services, Electric Utility, Water Utility, Cable Utility, Telephone Utility, Natural Gas Utility, Texas Commission on Environmental Quality, Texas Department of Transportation, Railroad • General Information *General Construction Notes *Sequence of Construction • Erosion and Sedimentation Control and Plan Details *Stabilized Construction Entrance *Silt Fence (for drainage area <1 acre) *Rock Berms (for drainage areas between 1 & 5 acres) *Additional Erosion controls for disturbed drainage areas greater than 5 acres *Storm drain inlet protection *Alternative erosion and sediment controls (approved on a case-by-case basis) *Identify soil stockpile and construction staging areas and controls *Temporary and permanent re-vegetation specifications *TPDES Stormwater Pollution Prevention Plan or reference thereto *Details for sedimentation basin culvert / discharge structure • Predevelopment Drainage Plan & Summary Calculations *Minimum scale 1' = 200' *Proposed topography with minimum 2' contour intervals *Area, runoff coefficient, time concentration, rainfall intensity, and peak runoff for each sub-area • Drainage System Plan, Calculations and Details *Inlet sizing calculations *Pipe sizing calculations and pipe specifications *Channel sizing calculations *Appropriate detention facility design 1) Stage-storage-discharge relationships for detention facilities, 2) inlet and outlet erosion protection, 3) sediment filtration *Details, as applicable for – Pipe trench detail, curb inlet, area inlet, junction box, detention basin inlet structure, detention basin outlet structure • Roadway Plan and Profile Sheets and Details *minimum scale 1" = 50' horizontal, 1' = 5" vertical *Plan - right-of-way; horizontal layout points, bearings and distances, curve data; paved roadway width; sidewalk and / or hike and bike trail location and dimensions; intersection sight distance (horizontal and vertical) *Profile – existing centerline elevation; proposed surface centerline elevation; vertical curve data *Details as applicable for – typical roadway section, curb & gutter, sidewalk, hike and bike trail, accessible route warning pavers • Wastewater plan and profile sheets and details *Minimum scale 1" =50' horizontal, 1" =5' vertical *computation of design flows *pipe size, material and slope *pipe capacity and velocity when flowing full *peak wet weather flow *utility crossings shall be shown on profile *details, as applicable for – pipe trench detail, pipe mandrel (sized properly for pipe type and size), wastewater service and cleanout • Water system plan (and profile for water lines greater than 12") and details *minimum scale 1" = 50" horizontal. 1" = 5' vertical	
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	*joint restraint calculations *utility crossings shall be shown on profile *details, as applicable for - pipe trench detail, water valve and box, air valve and box, fire hydrant assembly, water service and meter box, blow-off assembly • Electric and Communications Plan *street light locations *details, as applicable for – light post function; light post standard, mast arm and luminaire • Striping and signage plan *Details, as applicable for – sign standards and signs, striping layouts and specifications (if not detailed on plan) • Traffic Control Plan • Additional information to be included, if applicable *TCEQ Construction Notes *Edwards Aquifer Recharge, Transition and/or Contributing Zone *Edwards Aquifer Recharge Features *Sensitive Feature Protection Zone Boundaries *Water Quality and Buffer Zones		
☐	Date of approval for Concept or Master Plan:	☐	Not Applicable**
☐	Date of approval of Preliminary Plan:	☐	Not Applicable**
☐	Date of approval for Out of City Utility Request:	☐	Not Applicable**
☐	Date of approval for Phase 2 Watershed Protection Plan:	☐	Not Applicable**
☐	List accompanying or pending applications here: _____		
Additional information may be required at the request of the Department			
*each item listed must be submitted or an explanation provided **No explanation required			

I hereby certify and attest that this application and all required documentation is complete and accurate. I hereby submit this application and attachments for review by the City of San Marcos.

Signed:

Date:

Print Name:

Engineer

Architect/Planner

Surveyor

Owner

Agent

AGENT AUTHORIZATION TO REPRESENT PROPERTY OWNER

I, _____ (owner) acknowledge that I am the rightful owner of the property located at _____ (address).

I hereby authorize _____ (agent name) to serve as my agent to file this application for _____ (permit type), and to work with the Responsible Official / Department on my behalf throughout the process.

Signature of Property Owner: _____ Date: _____

Printed Name: _____

Signature of Agent: _____ Date: _____

Printed Name: _____

To be completed by Staff: Permit # -

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