



Development Application Community Development Department

Case Number (STAFF ONLY): _____

Please check the appropriate box below to indicate the type of development request below:

<input type="checkbox"/> Engineering Plan Review	<input type="checkbox"/> Easement Vacation
<input type="checkbox"/> Preliminary	<input type="checkbox"/> Developer Agreement
<input type="checkbox"/> Final	<input type="checkbox"/> Right-of-Way Vacation
<input type="checkbox"/> Stormwater Maintenance Agreement	
<input type="checkbox"/> Other: _____	

PROPERTY DESCRIPTION:

Address or Location:		
Legal Description:		
Subdivision:	Lot:	Block:
Total Land Area (acres/sq. ft.):		
Current Zoning Class:	Proposed Zoning Class:	
Current Use:	Proposed Use:	

OWNER:

Name:	Phone:
Address:	Cell Phone:
City, State, Zip:	Fax:

APPLICANT:

Name:	Phone:
Address:	Cell Phone:
City, State, Zip:	Fax:
Contact Person:	Email:

SIGNED:

Applicant: _____ **Date:** _____



PRELIMINARY ENGINEERING PLAN REVIEW CHECKLIST

Development Application. Applicants must submit a completed development application. Contact Planning Staff if you have any questions.

Civil Plan Sets. A Civil Plan set includes the following (all code references derive from the Benbrook Municipal Code):

- Draft Preliminary Plat, consistent with the form and content requirements of Section 16.16.020.B.3 of the subdivision ordinance
- Preliminary iSWM™ site plan (16.16.020.B.3.r)
- Preliminary water and sewer plan (contact BWA for more information)
- Preliminary street plan (16.20.015)
- Preliminary lot grading plan (16.20.017)
- Tree Inventory and Preliminary Tree Mitigation calculations (16.28.010)
- If the proposed subdivision constitutes a unit of a larger tract owned by the subdivider, which may be subsequently subdivided as additional units of the same subdivision, a layout of the entire area showing the tentative proposal for streets, blocks, and drainage improvements for such areas

Benbrook Water Authority (BWA) Statement. The applicant must furnish a written statement to the city showing BWA will serve the subdivision.

Waiver Request (if applicable). A written request for any waivers or deferrals, if necessary, within the subdivision and citing the ordinance provision and section to which a waiver or deferral is being requested.

Traffic Impact Analysis (if required). A TIA is required for any development that will generate more than 100 trips per peak hour using data from the most recent edition of Trip Generation published by the Institute of Transportation Engineers. In general, this includes any development with more than 100 dwelling units or shopping area with more than 20,000 square feet of floor area.



FINAL ENGINEERING PLAN REVIEW CHECKLIST

Engineering Application and Engineering Review Checklist. Applicants must submit a completed development application and a completed engineering review checklist. Contact Planning Staff if you have any questions.

Project Narrative. A brief summary of the project. For any waiver requests as part of new subdivisions, include rationale for the waiver and provide evidentiary justification.

Traffic Impact Analysis (if required). A TIA is required for any development that will generate more than 100 trips per peak hour using data from the most recent edition of Trip Generation published by the Institute of Transportation Engineers. In general, this includes any development with more than 100 dwelling units or shopping area with more than 20,000 square feet of floor area.

Civil Construction Plan Sets. A Civil Plan set includes the following (all code references derive from the Benbrook Municipal Code).

- Draft version of a proposed plat (see Section 16.16.020.C.3; Form and Content requirements for the Final Plat and Section 16.20.040; Monumentation and benchmarks).
- Site Plan. A dimensioned and scaled drawing depicting all proposed and existing improvements including, but not limited to, buildings, easements, property lines, zoning setbacks, landscaped areas, parking areas, fire hydrants, fire lanes, retaining walls, impervious surface, data tables, etc.
- Final iSWM plans. Final iSWM site plan, including the construction SWPPP, landscaping plan, operations and maintenance plan, and evidence of acquisition of applicable federal, state and local permits (see Section 16.20.020.C for more information).
- Final Grading and Drainage plans indicating 2-foot contours, runoff figures, and drainage easements (see Section 16.20.020.C for more information).
- Final Street and Paving plan and profile of each street (see Section 16.20.020.C for more information).
- Approved Final Water and Sanitary Sewer plans. Contact the Benbrook Water Authority (BWA) for submittal requirements.
- Tree Preservation and Mitigation plans demonstrating compliance with Section 16.28.010 – Preservation of trees and native vegetation.
- Erosion Control plans. All construction projects shall conform to the City's erosion and sediment control ordinance (codified as Chapter 15.42) and shall include temporary erosion and sedimentation control.
- Engineering Report. This report shall summarize calculations and other engineering information pertaining to the major items of design significance as may be necessary in the City's review of the plans and specifications to determine whether the facilities proposed for construction have been designed in accordance with the intent of City design standards. Calculations should include drainage facilities, water demand, sewage flows, and any others that are considered necessary by the City (see Section 16.20.030).





FINAL ENGINEERING PLAN REVIEW CHECKLIST

- Private Access Amenity plan. For any private street development, a private access amenity plan shall be submitted (see Section 16.28.025.D.12.d.v for more information).
- Any other plans for other required improvements. Plans for required landscaping, walls, fences, etc.

- Utility Statement.** The applicant must furnish a written statement to the city designating how the subdivision will be served by electrical, natural gas, telephone, internet, and television (see Section 16.20.025).

- Cost Estimates.** Detailed estimates for the cost of any proposed public infrastructure or facilities (see Chapter 16.24). If tree mitigation is required, provide cost estimates for planting the trees (see Section 16.28.010).

- Private Deed Restrictions.** Provide copies of any private deed restrictions within the project boundaries, if any, as filed in the records of Tarrant County (see Section 16.16.020.C).

- Property Owner Association Documents.** The property owner's association covenants and bylaws shall be approved by the city staff and city attorney and filed with the final plat (see Section 16.28.025.D.12.h.ii).

- Review Fees.** Contact planning@benbrook-tx.gov for fee estimate.

NOTE:

- Engineering Clearance requires proof of final approval from all applicable agencies, such as BWA, FEMA, TxDOT, etc.

- 2 full-size; 24"x36" and 2-half-size; 11"x 17" sets civil construction plan sets must be submitted. Each plan shall show the seal and signature of the registered professional engineer who prepared the plan.

- If a specific engineering plan element is not submitted, provide justification for not including it in the plan set (for example: Final Street and Paving plans – not included because no streets are being constructed.). Questions on whether a specific engineering plan element is required should be directed to staff: email planning@benbrook-tx.gov.

Public Infrastructure/Documents Review Cost Estimates		Preliminary Civils/Final Civils (1st Review)		Preliminary Civils/Final Civils (Each Resubmittal)		Miscellaneous Documents (Per Review)		Other Documents Hours Estimated
		Residential Subdivision	Commercial/Multi-Family Project	Residential Subdivision	Commercial/Multi-Family Project	TIA	Developer Agreement	
Position	Hourly Rate	Hours Estimated	Hours Estimated	Hours Estimated	Hours Estimated	Hours Estimated	Hours Estimated	
Assistant City Manager	\$128.25	3	3	1	1	0	2	
Public Services Director	\$118.90	3	3	1	1	0	0	
City Engineer	\$95.71	6	6	3	3	2	2	
Assistant Fire Chief	\$97.99	3	3	1	1	0	0	
City Planner	\$80.44	4	2	2	2	1	2	
Chief Building Official	\$75.32	1	1	1	1	0	0	
Planning Tech	\$47.20	4	2	2	2	1	1	
City Attorney	\$200.00	0	0	0	0	0	2	TBD

Public Improvement Inspections		
Position	Hourly Rate	Hours Estimated
Public Improvements Inspector	\$69.15	Determined based on project scope and development schedule.
City Engineer	\$95.71	City Engineer ave. 2hr/wk; Inspector ave. 2hr/day

Jan. 2026

Estimated Cost for Projects involving Public Infrastructure	
Typical Process (Example) (12-Month Construction)	Cost
1st Review	\$2,195.56
2nd Review	\$962.87
3rd Review	\$962.87
TIA	\$319.06
Stormwater Management Agreement	\$870.50
Developer Agreement	\$1,056.00
HOA Docs	\$864.58
Inspections	\$45,911.84
Total	\$53,143.28