



January 17, 2018

Ms. Tracy Homfeld
Collin County
Email: thomfeld@co.collin.tx.us
Phone: 972-548-3733

Re: Collin County Permitting Documents

Ms. Homfeld:

Lamb-Star Engineering is pleased to provide Collin County with this Fee Proposal for Development of Permitting Documents for the above referenced project.

Project Description

Prepare documentation for use by Collin County that can be used for permitting within County and ETJ limits (extraterritorial jurisdiction). It is understood that the Consultant is not being asked to change the permitting process but is to provide guidance for engineering review within the current process.

Deliverables

1. Generate Development Process or Flow Chart
 - a. Flow chart for staff and developers as to what needs to be submitted as part of the review and approval process.
2. Updated Floodplain Regulations
 - a. Needs to meet minimum NFIP (National Flood Insurance Program); County will submit to FEMA (Federal Emergency Management Agency) for review
 - b. Requirements for CLOMR, LOMR (Conditional/Letter of Map Revision)
 - c. Design/permitting/procedural requirement "triggers" based on project size and/or type
 - d. Other items to be included: base flood determination, criteria for requiring elevation certificates for structures built in floodplain, water proofing requirements (if any)
 - e. Checklist for reviewers
3. Updated Subdivision Regulations
 - a. Reference (new) Drainage Design Manual (#4 below)
 - b. Guidelines for construction set, plat, approval process based on project size and type
 - c. Incorporate procedures for "minor plats or replats" – ie, adding/vacating easements, adjusting setback lines, etc.
 - d. When to require off-site easements
 - e. Define maintenance responsibilities for easements
 - f. Define Administrative Review Process for Land Development projects
 - g. Get input from Fire Marshal and other departments
 - h. Checklist for reviewers
 - i. Needs to address public vs private infrastructure (constructed to the same standards, but the difference is who is responsible for maintaining it in the future)
 - j. Will reference Road Policy (new document)
4. Develop Drainage Design Manual (including standards)
 - a. Prepare concise drainage manual for public and private development projects. Criteria will include:
 - i. Policy- how to handle drainage design for Commercial Development within each ETJ and unincorporated areas, protection of downstream properties, etc. Policy would list owner/developer plan requirements for commercial development; define what



- a commercial development is; describe grading requirements; define how to evaluate downstream conditions so that adjacent properties are not negatively impacted by concentrated flow from upstream development; include discussion regarding offsite easements as well as detention requirements. Subdivision projects are handled by cities.
 - ii. Hydrology - approved methods and storm frequency criteria for different project types
 - iii. Hydraulics – controlling criteria for ditches, bridges, culverts, etc.
 - iv. Detention – triggers for when detention is required (vs. obtaining a drainage easement) and criteria for design
 - v. Drainage standards
 - b. This is not intended to be an engineering design manual. Technical guidance – TxDOT (Texas Department of Transportation) reference manuals, iSWM (Integrated Stormwater Management), etc.- will be incorporated by reference.
- 5. Development Plan Review Checklist (Subdivision and Commercial Development) for reviewer and applicant. Purpose is to provide a consistent review process with proper documentation that can be distributed to potential applicants/developers.
 - a. Predevelopment meeting requirement
 - b. Site/Paving Plan
 - c. Plats
 - d. Grading Plan
 - e. Drainage Plan
 - f. Utility Plan
 - g. Erosion control (not SW3P)
 - h. Criteria as to when a site plan review process is needed
 - i. Checklist for reviewers (should incorporate review requirements for Commercial Development projects and land development (generally small residential projects))
- 6. Update Road Policy
 - a. Design
 - i. Design Criteria (horizontal, vertical, clear zone; refer to TxDOT standards)
 - ii. Roadway typical sections
 - iii. Pavement design requirements
 - iv. Standards
 - b. Construction
 - i. Materials requirements
 - 1. Which standards to meet – TxDOT 2014? NCTCOG (North Central Texas Council of Governments)?
 - 2. Audits
 - 3. Reporting
 - ii. Inspection requirements
 - 1. Pavement
 - 2. Stormwater
 - 3. Grading
 - iii. Checklist for inspectors
 - c. Maintenance
 - i. Responsibility
 - 1. Pavement
 - 2. Stormwater
 - 3. Easements
 - ii. Requirements



Tasks

7. Meetings and Project Management
 - a. Consultant to attend up to eight meetings with County (minimum of one for project kickoff and one at each step of the process shown above)
 - b. Consultant to facilitate meeting with Stakeholder's (County officials) to review document
 - c. Attend Commissioners Court once to present Subdivision Regulations and Flood Plain regulations
 - d. Provide monthly progress reports with invoice
8. Data Gathering and Research
 - a. Consultant will understand existing Collin County Storm Water Management Program, Flood Damage Prevention Regulations, and Subdivision Regulations.
 - b. Consultant will meet with Collin County to discuss needs for this document.
 - c. Consultant will identify state and federal program requirements.
 - d. Consultant will gather existing drainage guidance/developer permitting process information from cities and iSWM and counties. (i.e. Tarrant County, Denton, McClennan, Tom Green, City of Fort Worth, Waco).
 - e. Identify what governing document was used in the past. (County to provide)
 - f. Target audience: developers, consultants, County personnel
9. Document Preparation (*Regulations and checklist*)
 - a. County/Consultant to meet and review document (*Regulations and checklist*). (Consultant to send to County in advance)
 - b. Consultant to update outline of document (*Regulations and checklist*) based on County's comments and then use this outline to develop final documents.
 - c. County to provide sample reviewed plans so that consultant can use document as a tool to develop a checklist for County use and see examples of developer's use.
10. Implementation
 - a. Consultant to review plan submittals for a determined period to test utility of document.
 - b. Release final document upon testing and County Approval.

Milestones

1. Kick-off meeting
2. Consultant to prepare document outline(s)
3. County Review/Discussion (in person)
4. Consultant to revise document outlines(s)
5. County Review/Discussion (in person or virtual)



6. Consultant to prepare document(s)
7. County Review/Discussion (in person)
8. Consultant to revise document(s)
9. County Review/Discussion (in person or virtual)
10. Consultant to act as plan reviewer for County
11. Final review/discussion of document(s) over the use of final deliverable
12. Release to public

We appreciate the opportunity to provide the services indicated above to you. If additional information or clarification is needed, please do not hesitate to contact me. We look forward to working with you on this project.

Sincerely,

Lamb-Star Engineering

Jill Van Hoewyk, P.E.

Sr. Project Manager