



DEVELOPMENT SERVICES

PLAN REVIEW

SIDEWALK & TRAFFIC – COMMERCIAL PROJECT APPLICATION – CHECKLIST

This checklist is provided as a reference tool and is not intended to be exhaustive of all possible requirements. It may also include more items than a specific set of plans may encompass.

Referenced Codes and Specifications:

- Unified Development Code ([UDC](#))
- COSA Chapter 10 Amendments ([Chapter 10](#))
- Standard Specifications for Public Works Construction – June 2008
- Americans with Disabilities Act ([ADA](#)) of 1990, ADA Technical Assistance Manual
- Texas Accessibility Standards ([TAS](#)), Texas Dept. of Licensing and Regulation
- American Association of State Highway and Transportation Officials ([AASHTO](#)) – Policy on Geometric Design of Highways and Streets, 7th edition
- USDOT – Manual of Uniform Traffic Control Devices ([MUTCD](#)), 11th edition

#	GENERAL COMPLIANCE	✓	N/A
1	Accela Data Entry Task • Log into Accela to start the review process, using the Record Number.		
2	Accela Custom Field Check / Scope of Work: → Review Type: • Go into Custom Field in Accela to see/confirm the Type of Review, review Status, and Scope of Work.		
3	→ Phased Permit Application: • Review the applicability and status of any previously issued partial permits (Sitework, building permit, etc.).		
4	Review Status / Plan Verification: → Ensure all required plans and documents have been submitted. • Plans marked "Not for Construction" or similar are not permitted (Notify relevant parties if required).		
5	Site Location: → Verify site location in BuildSA using One Stop Map, Bexar CAD, and Google Map to ensure it matches the location on the plans.		
6	Design Professional and License Verification → Verify the registered design professionals and their licenses as per IB 103 and SOP 135		

BuildSA Record and Meeting Review			
7	→ BuildSA Records Search: Research BuildSA for any related records by shared address or parcel.		
8	→ PPR Meeting Investigation: Investigate BuildSA for possible Preliminary Project Review (PPR) meetings and check meeting notes for Development Services Department (DSD) traffic comments.		
9	→ Phased Permit Application: Review the applicability and status of any previous partial permits (e.g., site work, building permit) if this is a partial permit application.		
#	MINOR & MAJOR STRUCTURES	✓	N/A
10	Type of Minor Structures Review - Custom Field Check: - Alteration to Drive thru, Parking Isles and Parking Lots. - Remodels for existing Residential/Commercial buildings. - Commercial/Residential Fences. - Communication/Cell Type Utility Equipment/Antennas (including replacing equipment). - Miscellaneous Non-Occupancy Structures (includes Concrete Slabs for equipment, ATM, Ice machines, ECT. And other non-building structures that do not fit another category). - Monument sign requires a sign review. - Sitework Grading for a Pad Site (Grading of a commercial out-parcel for a potential future owner and future permit). - Retaining Wall (See IB 171 and Form). - Shade Structures without walls (Fabric or Metal-Common uses include shade over new cars at dealership).		
11	Type of Major Structures Review - Custom Field Check: - New Construction: Sitework with Shell Building and Foundation. - Sitework: Clearing, Grading, Site Preparation, Paving, Parking Lot, Fence with gates, Driveways, Site Utility installation, Shade Structures/Carports/Storage Building/ Portable Buildings. - Additions and Remodels.		
Scope of Work: Existing/Remodel & New Construction			
12	→ If building improvements are Under 25% of the BCAD value and/or less than \$50,000: Regulations in UDC Sec. 35-506 are not enforced (UDC 35-506 (a)(1)). - Review existing flatwork for TAS, ADA, and parking requirements per UDC 35-526.		
13	→ If building improvements are Over 25% of the BCAD improvements value and more than \$50,000, or new construction/building/new access point/change in use: Entire section of UDC 35-506 applies (UDC 35-506 (a)(1)). Review all items (Street Design Standards, Parking and Loading Standards, Street Width for Traditional Street Design Standards, Sidewalk Standards, Shared Parking Facilities, Approach Locations, etc.).		
#	Platting - Street Classification: Public/Private/Substandard (Sec. 35-506)	✓	N/A
Site Location and Zoning Review			
14	→ Locate Site and Review Zoning: Find the site location on OneStop Map and review the current zoning of the parcel. (Determine if you notice any pending or active plat reviews).		

15	• Search for Plat Record: Once the plat record number is obtained, look it up directly or search BuildSA by parcel to locate any plat records in BuildSA.		
16	• Request Missing Plat from Applicant: If the Recorded Plat is not referenced in the permit application or cannot be found, request it from the applicant or design professional.		
17	• Follow Up on Missing Plat: If the Recorded Plat is not referenced in the permit application or cannot be found, request it from the applicant or design professional.		
18	Substandard Streets → Substandard Streets UDC 506(d)(9). Check if the adjacent streets are substandard per Table 506-3. If so, determine if RP exempts the development from requirement or if other exemptions may apply, such as CRAG. • Pavement widening, median alterations, or deceleration lanes require a Street Improvement Permit as per IB 567.		
Functional Classification System			
19	→ Identify Functional Classification: Identify the functional classification system of the street(s) adjacent to the plat (UDC Table 506-1).		
20	• Review Frontage Design Requirements: Based on the classification type: Review the existing or proposed frontage per Table 506-3 for required design items (sidewalk, pavement width, ROW).		
21	• Ensure Compliance with ROW Standards: Ensure that the ROW Street Standards are followed per UDC 35-506(d)(9)(a). - Address ROW Dedication and Pavement Widths: Ensure ROW Dedication/Street Pavement widths are addressed and commented on within the Sidewalk/Traffic technical review in BuildSA. - Consider Exceptions: Address Exceptions (see UDC 35-506(e)(6) - CRAG, IDZ, etc.)		
Easement Review Process			
22	• Check Plat for Vehicular Non-Access and Pedestrian Easements: Review the existing or proposed plat records to determine if the easements will impact access points or ROW improvements (UDC 35-506(e)(6)).		
23	• Evaluate Easement Impact on Access Points/ROW: Review the existing or proposed plat records to determine if the easements will impact access points or ROW improvements (UDC 35-506(e)(6)).		
24	• Ensure Submission of Required Easements: If a pedestrian easement is required, the owner must submit a recorded pedestrian and/or cross-access agreement prior to final inspection approval (UDC 35-506(q)(11)). CofO will be held pending resolution.		
Parcel Frontage			
25	→ Frontage Inquiry: Does the parcel have frontage per UDC-35-515(c)?		
26	• Check the Plat: Review if the parcel fronts a public street, private street, or irrevocable easement.		
27	• Plat Recording: If the parcel fronts a plat, confirm that the plat is recorded with the appropriate volume and page number from Bexar County.		
28	• Landlocked and Flag Frontage Lots: Verify compliance with UDC sections 35-515(c) and 35-515(h) to ensure proper frontage and access.		

#	Traffic Impact Analysis (TIA) (Sec. 35-502)	✓	N/A
29	→ Per Section 35-502(b)(2) of the Unified Development Code (UDC), a TIA threshold worksheet must be submitted and reviewed in the following scenarios: • Master Development plan (MDP) • Planned Unit Development (PUD) • Plat • Building permit • Application to rezone the parcel		
Criteria for TIA Requirement			
30	• Peak Hour Trips (PHTs) > 76: - If the development generates more than 76 PHTs.		
31	• Change in Access Points: - If there is a change in the access points from the approved TIA study.		
32	• PHTs Increase > 76 or 10%: - If the increase in PHTs is greater than 76 or 10% of the existing PHTs, whichever is greater.		
33	• Expired TIA Study: - If a TIA study was completed more than 5 years prior to the new application submittal date, an updated TIA report must be provided. - If the prior TIA study has expired (confirm with the Senior Engineer over the TIA team).		
TIA Requirement Actions			
34	TIA Required: - Hold the TIA and Sidewalk/Traffic review pending TIA submittal and approval. - Review only internal traffic circulation, parking ratios, public sidewalks, and approaches. - TIA staff will review for medians, turning/deceleration lanes, and the location & number of approaches. - Development Services Department (DSD) staff is responsible for the calculation of driveway areas.		
35	TIA Not Required • If an approved TIA is on file, less than 5 years old: - Check GIS for the TIA shapefile. - Refer to TIA review comments and workflow for next steps.		
36	Traffic Circulation Study • A traffic circulation study is required for the renovation of existing schools (public or private) as per UDC 35-502(b)(2)(C)(vii)		
#	Sidewalks/Curb (Sec. 35-506(q))	✓	N/A
37	Note: <i>If a project is on a lot where only part of the lot is being developed, the sidewalk requirement shall cover the entire frontage of the street. An owner or developer can submit a sidewalk variance (AEVR) to only cover the part of the development that fronts the street.</i>		

38	CIP or IMP Construction Project Inquiry (I): → Is there a CIP or IMP construction project connected to this plan? - The owner or designer is responsible for providing evidence or proof of any pending CIP project within 3 years . In such cases, development is not responsible for sidewalk/curb improvements.		
39	Sidewalk Construction Specifications → Sidewalks shall be constructed according to City and T.A.S. specifications per UDC Section 35-506(a)(2) .		
40	UDC Section 35-506(q)(5) - Sidewalk Width → Except as otherwise specified in the Americans with Disabilities Act (ADA) or Texas Accessibility Standards (see subsection 35-501(g) herein), sidewalks shall have a minimum unobstructed width as follows: • A. In residential areas within the city limits and ETJ, the minimum width of sidewalks adjoining a planting strip shall be four (4) feet. • B. In nonresidential areas, the minimum width of sidewalks shall be six (6) feet. Sidewalk width does not include curb width. • C. The minimum width of sidewalks located within the boundaries of the "D" downtown district shall be not less than six (6) feet.		
41	UDC Section 35-506(q)(3) - Planting Strips or Sidewalk Buffer → When required by Table 506-3 or 506-4 above or identified in construction plans, sidewalks shall be defined by placing a planting strip or sidewalk buffer between the back of the curb (BOC) and the street edge of the sidewalk in accordance with the minimum planting strip required by Table 506-3 or 506-4 .		
Existing Structures and Sidewalks			
42	Existing Structures and Sidewalks → Standard sidewalks and curbs will be required as a condition for granting a building permit: Refer to UDC Section 35-506(a)(2) under the following circumstances:		
43	1. New Construction or Established Curb Lines: • When a new building or structure is constructed where curbing is in place or when curb lines are established.		
44	2. New Driveway or Approach: • When a new additional driveway or approach is constructed.		
45	3. Significant Renovations or Improvements: → If the renovation or improvement cost is more than \$50,000 and amounts to 25% or more of the building's assessed valuation as stated in BCAD (Bexar County Appraisal District) or if another proof of valuation is provided by the applicant. This proof could include: • Published valuation by the Planning and Development Services Department based on construction type, occupancy, and square footage. • Proof of recent purchase price of the structure(s). → In such cases, the sidewalks and curbs must be updated to meet T.A.S. (Texas Accessibility Standards) and City specifications (refer to UDC Section 35-506 (q) for further details).		
Accessible Route (AR) Requirements			
46	→ Must verify if there is an accessible route (AR). TAS Section 206		

47	New Building Only: (See TAS 206.2.1) At least one accessible route (AR) is required within the site from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve. <u>Exceptions:</u> 1- Where exceptions for alterations to qualified historic buildings or facilities are permitted by TAS 202.5, no more than one accessible route from a site arrival point to an accessible entrance shall be required. 2-An accessible route shall not be required between site arrival points and the building or facility entrance if the only means of access between them is a vehicular way not providing pedestrian access.		
48	Within a Site: (See TAS 206.2.2) At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site. <u>Exception:</u> An accessible route shall not be required between accessible buildings, accessible facilities, accessible elements, and accessible spaces if the only means of access between them is a vehicular way not providing pedestrian access.		
Wheelchair Ramps Compliance			
49	→ WHEELCHAIR RAMPS SHALL COMPLY WITH LATEST PUBLIC WORKS - WHEELCHAIR DETAILS - (TRUNCATED DOMES REQUIRED AT CONTROLLED STREET INTERSECTIONS). Note: As per UDC Section 35-506(o)(1) Wheelchair Ramps Location: Wheelchair ramps shall be constructed at the entrance to all crosswalks where sidewalks exist or where required as part of these regulations. A waiver of sidewalk requirements does not waive the wheelchair ramp requirement. If the wheelchair ramp at the intersection(s) is not ADA compliant, it shall be reconstructed.		
50	Plan and Profile Requirement → If a Plan and Profile is required for curb placement, then provide a copy of form 35-B120 to customer for submittal information.		
51	Bicycle Facilities Requirement → Bicycle facilities are required on all collectors and arterials as per UDC Table 506-3, note 8, 13, 14 & 17. 12 FT - Shared-use paths are the standard unless on-street facilities are possible per Bike Master Plan. - Check Bicycle Master Plan for type of facility. AEVR's for bicycle facilities can be submitted through BuildSA for committee review.		
Preliminary Sidewalk Inspection (UDC Section 35-506(a)(1)(C)(2),)			
52	→ Option 1: Preliminary Flatwork Inspection Request a preliminary flatwork inspection as stipulated in IB 557. Submit the filled-out application and preliminary site plan to Jennifer Hyatt in the Land Development Office via email at Jennifer.Hyatt@sanantonio.gov or call at 210-207-0121. The inspection fee must be paid before scheduling. Once the fee is paid, reach out to Johnny Pardo at Johnny.Pardo@sanantonio.gov or 210-207-0196 to schedule the preliminary sidewalk inspection.		
53	→ Option 2: Independent Assessment by Owner / Design / Contractor Team Conduct an independent evaluation by a certified inspector. Submit plans indicating compliant and non-compliant areas of existing flatwork and propose improvements for areas requiring replacement.		

54	→ Option 3: Complete Removal and Reconstruction of Existing Flatwork • Confirm complete removal and reconstruction of the entire sidewalk. No prior inspection is needed as all existing sidewalks will be removed and replaced. The new flatwork, including sidewalks, curbs, and approaches, must comply with the Texas Accessibility Standards and the current City of San Antonio Construction Standards and Specifications.		
#	Access and Driveways - (Sec. 35-506(r))	✓	N/A
Clear Vision Area			
55	→ Check for Obstructions: Are there any obstructions to the clear vision area? (UDC 35-506(d)(5)).		
56	• Design Reference: Clear vision design shall be based on requirements of the UDC and the American Association of State Highway and Transportation Officials (AASHTO) standards. • Compliance with Safety Standards: Ensure that the clear vision area complies with both horizontal offset and vertical curve sight distance to prevent visibility issues that could lead to accidents or impede traffic flow.		
57	• Identify and Address Obstructions: If obstructions are identified, determine whether they can be removed or if design modifications are necessary to maintain a clear vision area.		
58	• Consultation and Approval: If obstructions cannot be removed, consult with relevant authorities or departments to seek approval for alternative solutions or variances.		
59	• Documentation: Document any identified obstructions and the actions taken to resolve them, ensuring that all modifications meet the requirements set out in the design standards (UDC or AASHTO).		
Gates on the Property			
60	→ Are there any gates on the property? (Gated entrances must follow UDC 35-506(j)(7)(B))		
61	• Sufficient Storage Capacity: At gated entrances, there must be sufficient storage capacity so that no vehicles will queue into the public street. The Poisson distributed probability model should show that no vehicles will queue into the public street with a 95% confidence level.		
62	• Minimum Entryway Vehicle Storage Length: The vehicle storage length shall be a minimum of 40 feet, measured from the call box to the public right-of-way.		
63	• Vehicle Turnaround Capacity: Is there capacity for a vehicle turnaround? (Refer to Figure 506-11).		
64	• Gate Operations: Are the operations of the gate clarified?		
65	• Gate Access Frequency: How often will the gate be open, especially during business hours?		
Access Management (Medians and Median Openings) - 35-506(n):			
66	→ Median Openings: Access openings in the median may be provided for public streets or major driveways with 100 peak hour trips (PHT) or more (sum of entering and exiting left turn vehicles). These openings must comply with spacing requirements from Table 506-5.1 and Figure 506-10A , may not obstruct intersection clear vision easements or stopping sight distances and should not impact existing intersections as specified in subsection 35-502(d) .		

67	→Spacing / Location / Driveway Compliance: Are driveways compliant with spacing and location on major thoroughfares? (Refer to Table 506-5.1) • Driveways should not be located within 245 feet of frontage road-to-arterial and arterial-to-arterial intersections, or within 125 feet of other intersections.		
68	→ Driveway Alignment and Spacing: Does the driveway align with any opposing driveways and maintain appropriate spacing between adjacent driveways? (Refer to Figure 506-10A) • If the driveway does not align, it should be offset by 175 feet or more. • Shared Cross Access: Ensure shared cross access among different property owners when necessary to maintain minimum spacing requirements.		
69	Vehicular Non-Access Easement and Pedestrian Easement: → Check the Plat for Vehicular Non-Access Easement and Pedestrian Easement: • If a pedestrian easement is required, the owner shall submit a recorded pedestrian and/or cross-access agreement prior to final inspection or an amending plat.		
70	Drive-Thru in Proposed Development: → Is there a drive-thru in the proposed development? • Does the drive lane have sufficient length to accommodate the minimum eight cars per service lane queueing (UDC Table 506-7)?		
71	Proposed Approaches: → Do the proposed Approaches (One-Way or Two-Way operation) meet construction width? (See Public Work Driveway Standards) • Do Flares meet requirements (45 degrees)? • <i>Convenience Stores with Gas Pumps are allowed 40' wide approaches. Industrial zoned properties are allowed 50' wide approaches.</i>		
72	Throat Requirements: • Are the Throat requirements met as depicted on Table 506-7? Is there a Secondary approach? If so, check the PHT for throat length reduction.		
73	One-Way Operation: • If the site is employing a one-way operation, make sure the owner will include "Entrance Only" & "Exit Only" signs (check for pavement directional arrows).		
74	Turnarounds: • Turnarounds UDC 35-526(e)(5) and gated entry details UDC Figure 506-11.		
75	Gates on the Property: → Are there any gates on the property? (Gated entrances must follow UDC 35-506(j)(7)(B)) • At gated entrances, there must be sufficient storage capacity so that no vehicles will queue into the public street. (Where the Poisson distributed probability model shows that no vehicles will queue into the public street with a ninety-five (95) percent confidence level) • The minimum entryway vehicle storage length shall be forty (40) feet measured from the call box to the public right-of-way. • Is there capacity for a vehicle turnaround? (See Figure 506-11) • Are the operations of the gate clarified? • How often will the gate be open? During business hours?		

#	Parking Storage Standards (Sec. 35-526)	✓	N/A
76	Gross Floor Area What is the Gross Floor Area of the structure (square feet GFA)?		
Permitted Uses			
77	→Identify Permitted Use(s): What is the permitted use(s) according to UDC Section 35-526?		
78	Parking Ratios: What are the minimum and maximum parking ratios? (Refer to Table 526-3a and 526-3b) FBZD...Parking Requirements will Vary (UDC 35-209(D), Tables 209-14A – 209-14C)		
79	No Minimum Parking Requirements: If the zoning is designated as Downtown (D) or Infill Development Zone 1, there are no minimum parking requirements.		
80	Reduced Parking Requirement: For Infill Development Zone 2 or 3, only 50% of the minimum parking is required.		
81	Shared Parking for Mixed-Use Developments: For mixed-use developments with shared parking facilities, refer to Table 526-2.		
82	Exceeding Maximum Parking Spaces: Vehicle parking spaces may exceed the maximum number of spaces if additional spaces are designed with pervious pavement or are integrated into the structure or land use.		
83	Parking Stall Count →Verify Parking Stalls: How many required/proposed parking stalls are there? Verify the count if provided. - Parking Summary Table: Civil Plans must provide a Parking Summary Table that includes all parking and bike racks. - Breakdown for Multiple Buildings: If there are multiple buildings on the site, ensure there is a breakdown of the parking spaces for each building.		
84	Property Line Stalls Are stalls located along the property line (street or property)? If yes, ensure that either 6" curbs or car stops are installed (car stops are placed 2' from the property line).		
85	Compact and Regular Stalls Do Compact and Regular stalls meet dimension standards (UDC Table 526-1)? Only 30% of the parking lot may be compact.		
86	Parking Stall Dimensions → Do the proposed dimensions of the parking stall meet standards? (UDC Table 526-1) - Dimensions: Regular stalls.....9' x 18' - Compact stalls....8' x 16' - Handicap stalls...9' x 18' with a 5' x 18' landing - Van Accessible...8' x 18' with an 8' x 18' landing - Parallel Parking...9' x 22'		
87	Aisle Width Does the proposed aisle width meet standards (UDC Table 526-1)? If the plan is for a convenience store with gas pumps, request a tanker truck maneuverability template.		

88	Minimum Parking Space Requirement → If the minimum parking space requirement can't be met, the owner may: • Enter a Cooperative Parking Agreement (provide the customer with the appropriate form) (UDC Section 35-526(g)); or • Apply for a variance (Board of Adjustments process); or AEVR (IB 124) • Reduce the square footage of the establishment to reduce the minimum required parking limit.		
89	Truck Loading Spaces → Does the property include the minimum number of truck loading spaces indicated in UDC Table 527-3 ? • UDC Section 35-527. • Downtown (D) zoning does not require having truck loading spaces.		
90	Head-in Parking (Onsite Turnarounds) → Per UDC Section 35-526(e)(4) : • All parking areas containing three (3) or more parking spaces shall include a turnaround that is designed and located so that vehicles can enter and exit the parking area without backing onto a public right-of-way.		
91	Parking Lot Surface (Construction and Maintenance) → Per UDC Section 35-526(f) , off-street parking facilities shall be constructed, maintained, and operated in accordance with the following specifications: • Drainage and Surfacing: - Areas shall be properly graded for drainage, surfaced with concrete, asphaltic concrete, or asphalt, and maintained in good condition, free of weeds, dust, trash, and debris. They may utilize permeable materials and/or green infrastructure. - To help mitigate Urban Heat Island (UHI) impact, cool pavement asphalt treatments or concrete with a solar reflectivity of at least thirty-three (33) percent is encouraged.		
#	Bicycle Requirements (Sec. 35-526(b))	✓	N/A
92	Bicycle Parking Spaces → Does the site plan include the necessary fixtures to provide for safe and secure bicycle storage? (See Development Services Department Information Bulletin # 545) • (8) Bicycle parking spaces = 10% of the number of the minimum required vehicle spaces required for a given use but shall not be more than 24 bicycle parking spaces. • (9) Bicycle spaces in the "D" Downtown Zone & Infill Development Zone districts = 25% of the minimum required vehicle spaces for a given use in a "C-3" or "O-2" zoning district. • FBZD...Bicycle Requirements will Vary (UDC 35-209(D), Tables 209-14A – 209-14C)		
93	Location: • Bicycle racks or lockers must be located within fifty (50) feet of a building entrance. • The spaces should not be located behind any wall, shrubbery, or other visual obstruction lying between the principal building and the bicycle spaces. • The placement of bicycle racks or lockers should minimize conflicts with both pedestrians and motorized traffic. • All bicycle parking provided should be set in concrete or flange mounted on concrete, and located a minimum of twenty-four (24) inches from a parallel wall, and thirty (30) inches from a perpendicular wall as measured to the closest bicycle rack.		

94	Dimensions and Identification: • Bicycle spaces may be provided through bicycle lockers or bicycle storage racks. • Bicycle spaces shall be at least two (2) feet in width and six (6) feet in length and shall be identified with MUTCD compliant (D4-3) signs advising persons of the location. • Where each parallel bicycle rack is spaced at least thirty (30) inches apart, said racks shall be counted as providing two (2) bicycle parking spaces (one on each side of the rack) provided there is at least four (4) feet between each bicycle space where arranged in linear fashion.		
95	Bicycle Rack Design: →The recommended bicycle rack design is an inverted U; however, other bicycle security devices may be approved for use as long as they provide for: • Supporting the bicycle frame at two (2) locations (not just a wheel). • Allowing both the frame and at least one (1) wheel to be locked to the rack (without requiring that the lock be placed near the bicycle chain). • Allowing the use of either a cable or "U-type" lock. • Accommodating bicycles that are equipped with water bottle cages.		
#	**Other Requirements**	✓	N/A
96	Detailed Drawings • Are detailed drawings included? If not, and they are the only item lacking in the plan, get the Civil Engineer to add them into the BuildSA portal.		
97	TXDOT Jurisdiction • If the construction is on TXDOT jurisdiction, then note it on plans and let TXDOT enforce their requirements with the customer's driveway permit. Ask for a copy but do not hold up the permit with DSD.		
98	Drive-Thru Queue • Drive-thru queue...refer to UDC Section 35-506(r)(6) & Table 506-7.		
99	Sidewalk AEVRs • Sidewalk AEVRs are coordinated by Traffic Review, Senior Engineer, 210-207-0113.		
100	Form-Based Development • Form-Based Development refer to Sec. 35-209, TABLE 209-14A, 209-14B, 209-14C & 209-14D AND Sec. 35-357.		
101	Additional Parking Requirements • ***Some of the parking requirements can also be found in the COSA Sidewalk and Driveway Design and Construction Guidelines or TCI Standards & Specifications Concrete Driveway Standards detail. - Specifically refer to "Concrete Driveway General Notes" for details on approaches/aisles/flares.		
102	Substandard Streets • Substandard Streets UDC 35-506(d)(9) - Are the adjacent streets substandard as per Table 506-3 and if so, would RP exempt the development from placement? - Pavement widening, median alterations, or deceleration lanes require a Street Improvement Permit as per IB 567.		
103	Traffic Circulation Study • A traffic circulation study for renovation of existing schools (public, private) is required UDC 35-502(b).		

104	Public Right-of-Way Encroachments/Use Agreements License Agreements: License agreements for the use of City R.O.W. for head-in parking, parallel parking, decorative landscaping, etc., must be approved by Public Works Real Estate. There is an application fee, and the process takes 4 to 6 weeks (the concept has to be canvassed by multiple departments for approval). Please contact Public Works Real Estate for information regarding the processing of applications for license agreements and the use of City R.O.W.		
#	Plan Room Data Entry	✓	N/A
105	Note Creation: Reviewer has created a Note with their name and contact information.		
106	Issue Status: Created Issues are in Open, Under Review, or Closed status.		
107	Notes and Conditions Status: Created Notes and Conditions are in Open status.		
108	Modification Requirements: "Requires modifications to be submitted" checkbox is checked or unchecked for each Issue as applicable.		
109	Drawing Markings: Drawings or portions of drawings not applicable to the scope of work are marked out and stamped "Not a part of an approved plan set".		
#	Accela Data Entry	✓	N/A
110	Comment Creation: Create a new Accela Comment and copy the Scope of Work from Custom Fields. <u>All provided comments, issues, calculations, and recommendations shall be added here.</u>		
111	Plat Note: Insert "No Recorded Plat. Do not issue C of O" note as applicable in Custom Lists, under COO Information in Special Stipulations and Conditions text field.		
112	Deferred Submittals: Insert conditions of deferred submittals in Custom Lists, under COO Information in Special Stipulations and Conditions text field.		
113	Fee Entry: Input all necessary fees into Accela per SOP 307 .		
114	Verify/Input Correct Information in Each Custom List and Custom Fields		
115	Building Use: Verify/input building use.		
116	Permit Type: Verify/input type of permit (i.e., reconstruction/change of use/addition / Remodel /, Site work).		
117	Square Footage Values: Revise square footage values if needed (Existing Area, Additional Area, Total Area, & Allowable Area).		
118	Number of Units: Revise Total # of units if needed.		

#	Approved Plans	✓	N/A
119	Provide Markups with Approval Conditions and Notes: • Ensure all markups are clear and detailed. • Include all applicable approval conditions and notes. • Highlight any significant changes or updates.		
120	Upload Revised Plans: • Ensure that any revised plans are uploaded promptly. • Replace previous versions with the latest revisions. • Confirm that the uploaded plans reflect the latest version for the permit set.		