



**Civil Plan Review Application  
For Development  
Street, Water, Sanitary Sewer, Grading & Drainage**

City of Cleburne  
10 N. Robinson Street  
Cleburne, TX 76033  
817.357.4491

<b>Part 1. Project Information</b>			
<i>Date:</i>		<i>Submittal No. :</i>	
<i>Development Project or Site Location:</i>		<i>Project Location/Description:</i>	
<b>Part 2. Owner Information</b>		<b>Part 3. Engineering Information</b>	
<i>Owner Name:</i>		<i>Design Engineer Firm/Name:</i>	
<i>Owner Address:</i>		<i>Engineer Address:</i>	
<i>City/State/Zip:</i>	<i>Telephone:</i>	<i>City/State/Zip:</i>	<i>Telephone:</i>
<i>Owner Email Address:</i>		<i>Engineer Email Address:</i>	
<b>Part 4. Plan Submittal Requirements</b>			
<p><b>The following items are required with <u>all plan submittals and resubmittals</u>. Incorrect or incomplete submittals are subject to rejection.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Two (2) sets of hardcopy construction plans (full size) bound neatly on the left side</li> <li><input type="checkbox"/> One (1) set of electronic plans (PDF format) by file transfer or on flash drive</li> <li><input type="checkbox"/> A copy of the plat included as the second page of the plan sets</li> <li><input type="checkbox"/> Water, Sewer, Paving, Drainage and Erosion Control sheets, as applicable - signed and sealed by a Professional Engineer licensed in the State of Texas</li> <li><input type="checkbox"/> Markups from previous review (resubmittals only)</li> <li><input type="checkbox"/> Comment response letter (resubmittals only)</li> </ul> <p><b>Note:</b> 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.</p>			
<b>Part 5. Applicant Signature</b>			
<i>Printed Name:</i>		<i>Signature:</i>	
<b>Part 6. For Office Use Only</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Submittal is complete. Owner and Design Engineer notified and plans forwarded to Project Engineer for review.</li> <li><input type="checkbox"/> Submittal is incomplete and is not accepted. Owner and Design Engineer notified of deficient submittal items.</li> </ul>			
Signature: _____		Date: _____	