



## Prior Pre-Construction Meeting Requirements Checklist

PROJECT NAME: \_\_\_\_\_

The following items must be submitted to the City of Cleburne Engineering Department prior to the Pre-Construction meeting:

- Approved Preliminary Plat
- Fully executed Construction Contract(s)
- Construction Inspection Services Fee Calculation**
  - The fee shall be set at \$150 per day of continuous construction time.
  - The fee shall be based on the number of days estimated by the Contractor for completion of public improvements.
- Construction Schedule
- Construction Inspection Services Fee
- Original Performance Bond – 100% of cost of public infrastructure
- Original Payment Bond – 100% of cost of public infrastructure
- Certificate of Insurance (*as specified in Construction Contract documents*)
- Copy of Erosion Control Documents according to size of soil disturbance.
- Stormwater – SWPPP**
  - 1 acre to less than 5 acres – Site Notice for Small Construction Activities
  - 5 acres or greater – a SWPPP, Notice of Intent (NOI), and Construction Notice. (*Digital copies preferred of SWPPP*)
- A minimum of three (3) full-size hardcopy sets of plans for stamping**
  - Two (2) sets will be retained for City use
  - Contractor must have a stamped set of plans on-site at all times.
- Electronic plans (*.pdf format*)
- A copy of this checklist (*completed*)

Please submit the above items to Austin Nguyen at [austin.nguyen@cleburne.net](mailto:austin.nguyen@cleburne.net) or you may bring them to the City of Cleburne City Hall located at:

**Public Works/Basement Floor**  
**10 N Robinson St**  
**Cleburne, TX 76031**