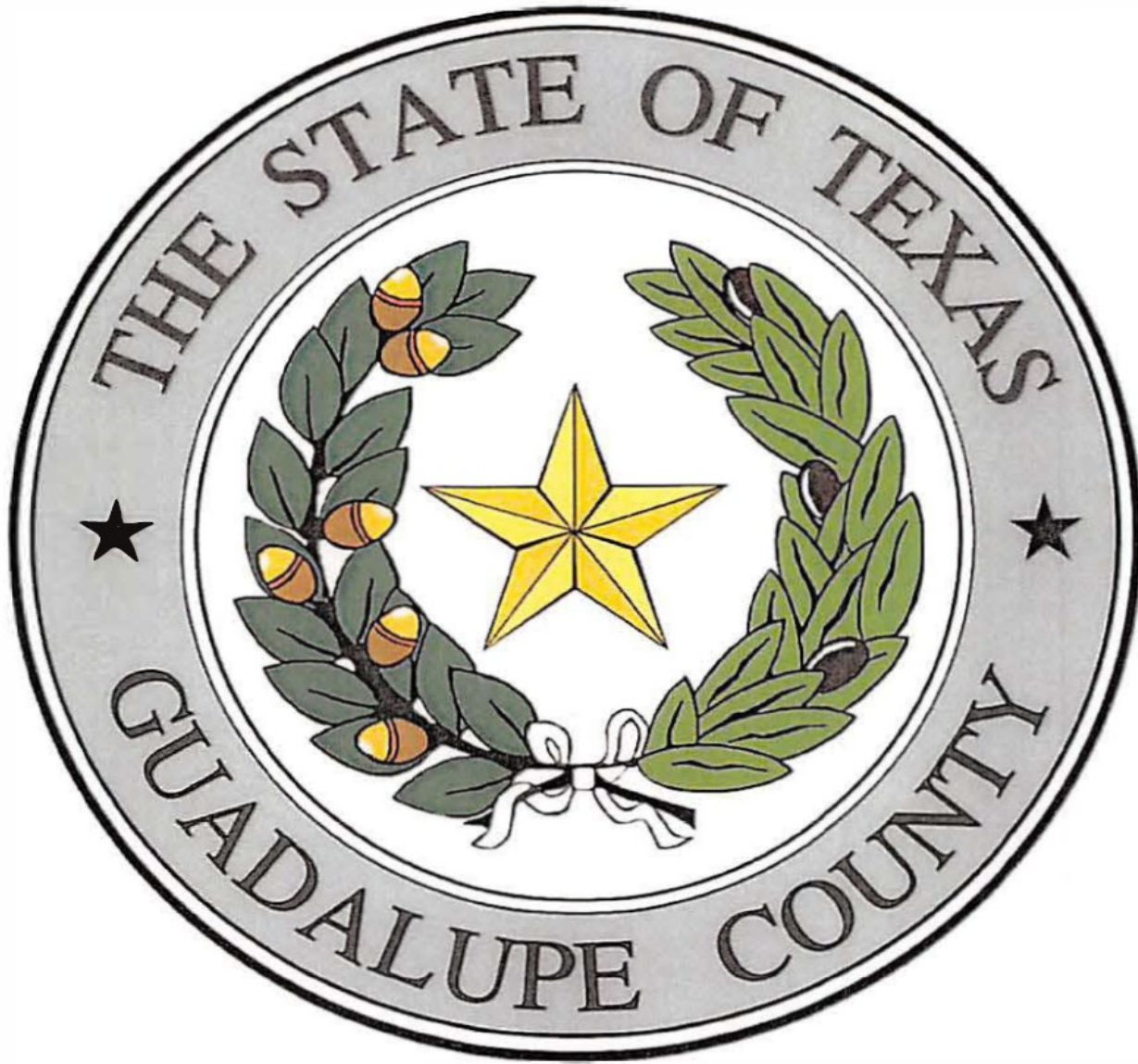


CHECKLIST: Guadalupe County Street Acceptance Review



For street acceptance by Guadalupe County, a complete submittal includes:

1. Completed Application
2. Drainage Report
3. Site Plan (if applicable)
4. Traffic Impact Analysis
5. Plat
6. Geotechnical Report
7. Construction Plans
8. All Applicable Fees

This checklist is an informal living document, is **not** all-inclusive, and is updated regularly. Criteria presented are solely for ensuring that Guadalupe County can maintain the infrastructure provided and is separate and independent from any platting authority exercised by the jurisdictional authority. Additionally, all infrastructure intended to be maintained by Guadalupe County is subject to **Section X, Road Construction, of the Guadalupe County Subdivision Regulations**.

NOTE : Compliance with all criteria contained herein does not constitute any guarantee of street acceptance by Guadalupe County.

CHECKLIST: Plat Review

General	
1	Minimum right-of-way (ROW) is 70' for local streets, 100' for collectors, 120' for major thoroughfares, and 150' for principal arterials unless: a. ROW required is greater as indicated on a city thoroughfare plan, b. Development was presented prior to August 10, 2021, in which case ROW minimum is 60' for local streets, 80' for collectors, and 120' for major thoroughfares, or c. Development was provided with a Letter of Compliance from the Guadalupe County Road Administrator, in which case ROWs as presented are acceptable.
2	Where adjacent to existing ROW that does not meet minimum width, dedicate half of the required contribution to the ultimate width on each side of the existing ROW under development.
3	Dedicate ultimate ROW along corridors identified in Guadalupe County Major Thoroughfare Plan and applicable City Thoroughfare Plans.
4	Provide 25'x25' corner clips (25' radii are acceptable) at all intersections, or provide sight triangles for all proposed intersections, per AASHTO, meeting 30, 35, and 45 mph minimum (or posted speed if higher) for secondary, collector, and arterial streets, respectively. Engineer of record shall also indicate actual safe speed based on sight distance provided assuming complete visual obstruction placed along right of way.
5	Confirm proposed access points onto public roads meet sight distance requirements.
6	No easements may be established within ROW to be dedicated to the public.
7	Align proposed access points with existing intersections where available.
8	Homes shall not front proposed collector streets, including in a temporary configuration.
9	Proposed turn lanes warranted by development shall include additional ROW dedication wholly from the development in addition to the dedication outlined above.
10	International Fire Code requires a second point of access where an access point serves more than 30 lots. This may be an all-weather, gated access point. Where the initial access point exceeds 100 lots, an ungated local street should be provided. A divided four lane section will also meet the requirement for two points of access as it allows additional capacity and enhanced emergency access, but no lots may front this access and it may only be reduced to a two lane section when 30 or fewer lots utilize it for access. A locked emergency gate will not be considered to meet the second point of access requirement for this development.
11	Primary access must pass a 100-year storm event. Secondary access may pass a 25-year storm event consistent with Guadalupe County program for upgrading low water crossings elsewhere in the County.
12	Identify and provide setbacks on plat (<i>cities may not enforce setbacks through zoning within the ETJ</i>).
13	Provide driveway culvert number and diameter on the plat where open ditch drainage is proposed.
14	Provide lot dimensions

Privately Maintained Streets

1	<p><u>For streets intended for private maintenance:</u></p> <p>a. Provide a letter from the developer that expresses intent to convey streets to a MUD, PID, HOA, or other entity for maintenance.</p> <p>b. Upon creation of the maintenance entity, provide a resolution from the entity to maintain and repair all roads within the plat.</p> <p>Add the following notes to the plat:</p> <p><u>MAINTENANCE NOTE:</u> THE MAINTENANCE OF ALL PUBLIC STREETS, OPEN SPACE, GREEN BELTS, PARKS, TREE SAVE AREAS, DRAINAGE EASEMENTS, AND EASEMENTS OF ANY OTHER NATURE WITHIN THE SUBDIVISION SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS, OR {THE PROPERTY OWNER'S ASSOCIATION OR SPECIAL DISTRICT}, OR ITS SUCCESSORS OR ASSIGNS AND NOT THE RESPONSIBILITY OF THE CITY OF {NAME} OR GUADALUPE COUNTY.</p> <p><u>EASEMENTS EXPIRING TO ROW:</u> EASEMENTS TO EXPIRE UPON INCORPORATION INTO PLATTED PUBLIC STREET RIGHT-OF-WAY.</p>
2	<p><u>Streets Maintained by a Homeowners or Other Private Association</u> Transportation Code Sec. 542.007 TRAFFIC REGULATIONS: PRIVATE SUBDIVISION IN CERTAIN COUNTIES</p> <p>(a) This section applies only to a subdivision that is located in the unincorporated area of a county with a population of 500,000 or less.</p> <p>(b) On petition of 25 percent of the property owners residing in a subdivision in which the roads are privately maintained or on the request of the governing body of the entity that maintains those roads, the commissioners court of the county by order may extend any traffic rules that apply to a county road to the roads of the subdivision if the commissioners court finds the order in the interest of the county generally. The petition must specify the traffic rules that are sought to be extended. The court order may extend any or all of the requested traffic rules.</p> <p>(c) As a condition of extending a traffic rule under Subsection (b), the commissioners court may require that owners of the property in the subdivision pay all or part of the cost of extending and enforcing the traffic rules in the subdivision. The commissioners court shall consult with the sheriff to determine the cost of enforcing traffic rules in the subdivision.</p> <p>(d) On issuance of an order under this section, the private roads in the subdivision are considered to be county roads for purposes of the application and enforcement of the specified traffic rules. The commissioners court may place official traffic control devices on property abutting the private roads if:</p> <p>(1) those devices relate to the specified traffic rule; and</p> <p>(2) the consent of the owner of that property is obtained.</p>
3	<p><u>Streets Maintained by a Municipal Utility District or Other Special District</u> Transportation Code Sec. 542.0081 TRAFFIC REGULATIONS: SPECIAL DISTRICT IN CERTAIN COUNTIES</p> <p>(a) This section applies only to a road owned or maintained by a special district that is located in the unincorporated area of a county with a population of less than one million.</p> <p>(b) The residents of all or any portion of a special district may file a petition with the commissioners court of the county in which the roads are located requesting that county enforcement of traffic rules on county roads be extended to the roads of the district. The petition must:</p> <p>(1) specify the roads over which county enforcement is sought;</p> <p>(2) specify the traffic rules for which county enforcement is sought; and</p> <p>(3) be signed by 50 percent of the property owners residing in the area that is served by the roads of the district over which county enforcement is sought.</p> <p>(c) If the commissioners court finds that granting the request is in the interest of the county generally, the commissioners court shall by order extend the enforcement of traffic rules by the county to the roads of the district specified in the petition. The order may grant enforcement of some or all traffic rules requested in the petition.</p> <p>(d) As a condition of extending a traffic rule under Subsection (c), the commissioners court may require the special district to pay for all or a part of the costs of extending enforcement to the roads of the district. The commissioners court shall consult with the sheriff to determine the cost of extending enforcement.</p> <p>(e) On issuance of an order under this section, the roads specified in the order are considered to be county roads for the purposes of the application and enforcement of the specified traffic rules. The commissioners court may place official traffic control devices on the right-of-way of the roads of the district if those devices relate to the specified traffic rules.</p>

CHECKLIST: Plan Review

General

1	<p>For roads intended for <u>maintenance by Guadalupe County</u>, include the following notes regarding Guadalupe County coordination:</p> <ol style="list-style-type: none"> 1. Prior to the commencement of any work, the County shall attend a preconstruction meeting including (but not limited to) the City, engineer, contractor, developer’s inspection representative, and developer’s construction material testing representative. 2. During construction, notify the County at construction@co.guadalupe.tx.us at least 48 hours in advance of any work to be performed affecting subgrade, base, or pavement including backfill of any proposed utilities underneath the pavement and fill areas upon which pavement is proposed to be placed. Such notification is also required before implementing any approved traffic control plans on existing county-maintained roads. Full closure of county roads requires at least one month advance notice and is subject to the discretion of the County Engineer and possible approval by Guadalupe County Commissioners Court per Transportation Code, Chapter 251. 3. During construction, provide all inspection and testing reports to the County at construction@co.guadalupe.tx.us as soon as available for identification and correction of any emerging deficiencies. 4. At the completion of construction, provide as-built drawings and a letter signed and sealed by the engineer of record certifying that: <ol style="list-style-type: none"> a. All improvements were made in accordance with the approved improvement plans and County regulations. b. Any changed improvements were made in accordance with the County’s regulations. c. The elevations and grades were taken by an on-site survey on a date specified to ensure that all pavement, inlets, manholes and appurtenances are constructed to grade as shown on the record drawings and are in compliance with the approved plans and specifications. d. All trunk storm sewers and leads are of the proper size and that all improvements are capable of performance as designed and approved.
2	<p>For roads intended for <u>private maintenance</u>, include the following notes regarding Guadalupe County coordination:</p> <ol style="list-style-type: none"> 1. Prior to the commencement of any work, the County shall attend a preconstruction meeting including (but not limited to) the City, engineer, contractor, developer’s inspection representative, and developer’s construction material testing representative. 2. During construction, notify the County at construction@co.guadalupe.tx.us at least 48 hours in advance of any work to be performed affecting subgrade, base, or pavement including backfill of any proposed utilities underneath the pavement and fill areas upon which pavement is proposed to be placed. Such notification is also required before implementing any approved traffic control plans on existing county-maintained roads. Full closure of county roads requires at least one month advance notice and is subject to the discretion of the County Engineer and possible approval by Guadalupe County Commissioners Court per Transportation Code, Chapter 251. 3. During construction, provide all inspection and testing reports to the County at construction@co.guadalupe.tx.us as soon as available for identification and correction of any emerging deficiencies. 4. Provide as-built drawings within 10 business days of the completion of construction.

Typical Sections	
1	<p>Confirm the typical pavement section includes:</p> <ol style="list-style-type: none"> 1. the material type for pavement surface and base 2. the width for pavement surface, base, and subgrade 3. the thickness for pavement surface, base, and subgrade including the specified lift and compaction effort 4. the cross slope of the pavement surface, 5. the side slopes for open ditch or border 6. the dimensions for ribbon curb (open ditch) or curb and gutter (storm sewer) 7. the material type, width, thickness, and cross slopes for sidewalks, as applicable.
Drainage	
1	<p>The Engineer of Record should use the best and current available rainfall intensity information for analysis and is generally Atlas 14 (https://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.html?bkmrk=tx).</p> <p><i>Note: The City of Cibolo Stormwater Design Guidelines Table C-1 is based on merging of TP-40 and Hydro 35 models; Atlas 14 appears to be more conservative in the 25-year and above frequencies.</i></p>
2	<p>Drainage on curb and gutter streets shall not exceed 6-inches in depth at the gutter line in the 100-year storm event. Provide roadside or underground storm sewer drainage if needed to meet this requirement.</p>
3	<p>Do not grade or route concentrated flow into an on-street drainage system; direct flow into dedicated drainage channel or storm sewer if required.</p>
4	<p>Minimum pipe diameter passing beneath streets is 24".</p>
5	<p>Storm sewer laterals should tie into the trunk line at a 90 degree angle and a manhole provided for each node.</p>
6	<p>Do not locate storm sewer trunk lines beneath pavement (placement behind curb line from inlet to inlet is acceptable).</p>
7	<p>Verify that channel and detention pond side slopes in native soils meet geotechnical report recommendations .</p>
8	<p>Vertical concrete retaining walls for drainage conveyance are not allowed unless structurally evaluated or within the parameters of an agency-accepted standard detail.</p>
9	<p>Provide complete details for all channels, detention ponds, and control structures allowing review for constructability.</p>
10	<p>Material for storm sewers is reinforced concrete pipe (RCP) only.</p>
11	<p>Material for culverts and outfalls is RCP and corrugated metal pipe (CMP) only.</p> <p><i>Note: HDPE pipe is prohibited.</i></p>
12	<p>The use of low water crossings and overflow swales across roadways is prohibited.</p>
13	<p>Provide adequate clear zone protection for drainage structures from headwalls and drop-offs, particularly in curves.</p> <p><i>Note: Metal beam guard fence is highly undesirable.</i></p>
14	<p>Evaluate channels and roadside ditches with steep profile grades to demonstrate that increased velocity is within permissible limits for vegetated earthen channel per COSA Table 9.3.8. – Velocity Control, or provide appropriate mitigation.</p>
15	<p>Verify that channel and roadside ditch side slopes steeper than 4:1 are validated by a geotechnical report stating the existing soils can support the steeper side slopes without improvement.</p>
16	<p>Provide driveway culvert number and diameter on the plat where open ditch drainage is proposed.</p>
17	<p>Concentrated flow, open ditch drainage across driveways and roadways is prohibited.</p>

Utilities	
1	Do not place parallel wet utilities beneath or within 5' of edge of pavement.
2	Encase wet utilities 10' beyond edge of pavement edge where utility crosses beneath pavement, including service lines.
3	Place water service lines near property boundaries to prevent placement beneath future driveways .
4	Place sewer service lines near property boundaries to prevent placement beneath future driveways .
5	Align utility service lines perpendicular to the pavement.
6	Add note to all sheets where existing Guadalupe County ROW is affected. NOTE: All permits must be obtained from Guadalupe County before starting any work within the Guadalupe County ROW.
7	Identify utilities that will be abandoned in place.
8	Fill pipes abandoned in place greater than 6" in diameter with flowable (provide flowable fill mix design with as-built drawings).
Roadway	
1	Provide curb ramps to facilitate crossing movements at every intersection where sidewalks are proposed.
2	Place curb ramps to facilitate ultimate pedestrian use (ex: near plat boundaries where future construction triggers pedestrian crossing movements at a previously constructed intersection).
3	At proposed "T" intersections, place curb ramps crossing the through street on the left side of the intersecting street. <i>Note: Drivers turning right onto the through street must look left but are less likely to look right and see crossing pedestrian.</i>
4	Check and verify the location of fire hydrants, manholes, valves, or other appurtenances to ensure no conflict with proposed curb ramps.
5	A 4' wide sidewalk needs 5'x5' passing spaces (landings) every 200' per TDLR requirements (403.5.3 Passing Spaces) ; denote these in plans.
6	Where driveways are proposed for use as passing areas, sidewalk break must be 5' wide with maximum slope 2%.
7	Where more than two lanes are proposed, add broken white and double yellow striping to delineate lanes.
8	Raised median islands must be adjacent to at least two lanes in each direction and shall not have decorative enhancements within the ROW.
9	For phased construction outside plat limits, show left and right turn lane signing and striping on connecting roads or note when those details will be provided.
10	For asphalt pavement sections, provide curb and gutter instead of curb only to reduce future base failures caused by the infiltration of water into the pavement base and subgrade.
11	Provide a vertical curve for grade breaks greater than 1%.
12	Do not reverse crown knuckle area to create a valley drain in asphalt pavement. When a valley is created, provide concrete swale instead of an asphalt constructed drain pathway.
13	Provide positive drainage (grade) along curb and gutter through knuckle or provide concrete swale through curve.
14	Where water crosses intersections, provide concrete swale through the intersection instead of asphalt valley gutter.
15	For cross slope transition areas (washouts in particular), specify 25' minimum and expressly state transition length in roadway plan and profile sheets per TxDOT Roadway Design Manual Table 2.8 and subsequent cross slope transition calculation for 30 mph or higher design speed as appropriate for roadway classification.

16	Align proposed access points with existing intersections where available.
17	Gates across roads intended for public use are prohibited.
18	Add note to all sheets where existing Guadalupe County ROW is affected. NOTE: All permits must be obtained from Guadalupe County before starting any work within the Guadalupe County ROW.
Traffic	
1	Provide speed limit signs at all ungated entrances into a development.
2	Provide a "No Outlet" sign at entrances into a development with a single point of access.
Stormwater Pollution Prevention	
1	Silt fence may not be appropriate for use in all areas due to contributing drainage areas and sediment loading.
2	Do not place install silt fence at back of curb, place position 3' behind curb with an erosion control blanket or sodding between the silt fence and the curb to prevent water intrusion into expansive soil subgrades prior to final establishment of lot vegetation.
Other	
1	Guadalupe County does not maintain sidewalks, curb and gutter, curb ramps, pavers, luminaires, storm sewer, or detention appurtenances.
2	For commercial/industrial developments with large vehicles or trailers entering the property, ensure the gate is sufficiently set back to assure there is no queuing in the travel lanes.
3	Do not saw cut into existing pavement when connecting new driveways/roads to existing roads.
4	Saw cut the vertical plane at the edge of existing pavement to a provide proper joint between two pavement types, particularly with concrete; provide detail for this joint(s).

CHECKLIST: Drainage

Stormwater Management Plan	
1	SWMP shall include the entire known limits of the development (<i>not just one plat area</i>).
2	Curb and gutter streets shall not be utilized as primary drainage pathways. Analysis shall demonstrate that drainage on curb and gutter streets shall not exceed 6-inches in depth at the gutter line in the 100-year storm event. Provide roadside or underground storm sewer drainage if needed to meet this requirement.
3	The Engineer of Record should use the best and current available rainfall intensity information for analysis and is generally Atlas 14 (https://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.html?bkmrk=tx). <i>Note: The City of Cibola Stormwater Design Guidelines Table C-1 is based on merging of TP-40 and Hydro 35 models; Atlas 14 appears to be more conservative in the 25-year and above frequencies.</i>
4	Provide adequate clear zone protection for drainage structures from headwalls and drop-offs, particularly in curves. <i>Note: Metal beam guard fence is highly undesirable.</i>
5	Show limits of property ownership on HEC-RAS cross section map.
6	HEC-RAS data sheets shall show three separate tables for existing, proposed, and ultimate for 100-year frequency only, and shall include water surface elevation, velocity, and hydraulic radius.
7	Minimum pipe diameter passing beneath streets is 24".
8	Provide driveway culvert number and diameter on the plat where open ditch drainage is proposed.
9	Minimum time of concentration shall be 10 minutes.
10	Do not divert water between watersheds and provide detention for each impacted watershed.
11	Increased offsite flow onto County right of way (ROW) is not permitted without the approval of Guadalupe County.
12	For all proposed road crossings of drainage pathways, demonstrate that the crossing passes, at least, the 25-year storm without inundation.
13	Identify 100-year inundation boundaries (i.e. new floodplain) and demonstrate mitigation if the proposed development encroaches the boundary.
14	Demonstrate equal or reduction in flow rate at offsite outfall points.
15	Address low water crossings on the existing perimeter and approach roads and evaluate the opportunity for upgrade(s).
16	If development of any subset of the subject area is not anticipated at the time of platting, add the following notes to the plat: NOTES: 1. No further improvements are proposed or will be contemplated without additional approval by the Guadalupe County Engineer. 2. Future improvements will be considered cumulatively with prior and existing structures on site for the purposes of drainage impact. 3. Subsequent subdivision of the property into smaller tracts will nullify this approval and requires the submittal of a new or revised drainage study for review in addition to applicable platting requirements. Detention or other mitigation may be required per proposed tract and account for existing improvements. 4. Change in use of the improvements requires approval by Guadalupe County and detention or other drainage mitigation may be required at that time. 5. Transfer of property ownership does not release subsequent owner(s) from the obligations imposed herein.

Conditional Letter of Map Revision (CLOMR)	
1	Show limits of property ownership on HEC-RAS cross section map.
2	Demonstrate the configuration of proposed detention in the report because it may have an impact on the floodplain.
3	Increase of the water surface elevation may impact properties owned by the developing party only.
4	Increase in channel velocity may impact offsite properties and are subject to scour considerations. Provide hydraulic radius table and demonstrate that increased velocity is within permissible limits for vegetated earthen channel per COSA Table 9.3.8. – Velocity Control .
5	HEC-RAS data sheets shall show three separate tables for existing, proposed, and ultimate for 100-year frequency only, and shall include water surface elevation, velocity, and hydraulic radius.
Detention Study	
1	Where a proposed, future, and ultimate development scenarios are proposed, the ultimate scenario should not render offsite contributing drainage areas as undevelopable.
2	Pumped detention is highly undesirable.

CHECKLIST: Traffic Impact Analysis

1	Confirm background growth rate is at least 2-3% minimum and incorporate other known proposed development patterns in the study.
2	Traffic splits should be realistic.
3	Include impact to nearest nodes identified on the Guadalupe County Major Thoroughfare Plan regardless of distance.
4	Where traffic impact lowers the level of service of an intersection below B, mitigation measures are required.
5	At any intersection where signalization is warranted but future analysis is recommended, accommodations shall be in place for funding for required improvements.
6	Align proposed access points with existing intersections where available.
7	Identify existing low water crossings and determine if adequate alternative routes are provided or improvements are needed.

Checklist: Geotechnical Report

1	The geotechnical report shall include applicable recommendations for: <ol style="list-style-type: none">1. pavement structure2. utility backfill zones3. detention pond and minimum channel side slopes4. construction of high fill areas, and5. maximum lift thickness and compaction specifications.
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