Engineering Department
3223 N. Powell Pkwy.,
Anna, TX 75409
972-924-4510
www.annatexas.gov

THE CITY OF Anna

CIVIL PLAN SUBMITTAL CHECKLIST

v. 8/29/25

Project Name:

Developer:

Design Engineer:

Submittal No.:

Email:

Acreage: X $10 per acre

Review Fee: $250 Sub Total: $ 0.00

Total Fee Due: $ 250.00

- Residential Plans will not be accepted until the Planning & Zoning Commission has approved the preliminary plat.
- Commercial Plans will not be accepted until the first round of Design Review Committee comments has been addressed.
- Civil Reviews will not begin until payment has been received.
- Initial review completed within 3 weeks. Subsequent reviews are estimated to take 2 weeks.

☐ Include Payment Review Fee at the time of submittal *($250 plus $10 per acre)*.

☐ Submit a digital version of the plans with this checklist to engineering@annatexas.gov *(hard copies not accepted).*

☐ Civil Plan Submittal Checklist is required with every submittal *(no exceptions)*

☐ Vicinity map must be included on the cover sheet.

☐ City Standard construction language must be included on the cover sheet.

☐ Plans must contain an approved preliminary or draft final plat.

☐ Plans must include City General Notes on the page after the preliminary or final plat.

☐ Applicable City standard details should be included.

☐ Commercial plans must contain approved photometric & site plans.

☐ The Engineer of Record must be identified with either a preliminary stamp or a signed/sealed document

☐ Plan shall contain existing & proposed drainage area map (including off-site) and calculations.

☐ Plans shall include street lighting, signage, striping plan, and tree protection.

☐ All engineering plans must include both overall and individual plan sheets.

☐ Plans should detail the storm water management systems, sanitary sewer lines, potable water distribution lines, paving design, and SWPPP/Erosion control.

☐ Plans must include approved landscape, irrigation, paving, grading, and tree protection.

☐ For subsequent submittals after the initial submittal, a comment response letter and/or plan markup with responses must be included.

If your submittal is incomplete, you will be notifie.

City Use Only

☐ Checklist:____ ☐ Fee:_____ ☐ Date Received: _____

Latest date that comments will be returned to the Developer: _____

Comments: _____