

**APPENDIX “E”**  
**SOUTHERN MONTGOMERY COUNTY**  
**MUNICIPAL UTILITY DISTRICT**  
**ENGINEER’S CHECK LIST**

- I. All requests for commercial utility service must include an electronic (Adobe.pdf) file that contains a completed Commercial Application for Service and civil drawings with the following information:
- a) Civil site plan prepared by a Registered Professional Engineer showing:
    - **Existing topographic features within and adjacent to the site.**
    - **Existing elevations of natural ground and existing features.**
    - **Existing water, wastewater and drainage facilities.**
    - **Existing public and private roadways with width of right-of-way, type of pavement and drainage features.**
    - **Existing power poles, gas meters, telephone, etc.**
    - **Proposed Sanitary Sewers –**
      - a. Layout and location of sewers within site and location of proposed connection.
      - b. Flow line elevations at all bends, buildings, manholes, and District connection.
      - c. All lines to be labeled showing pipe size, grade and type of pipe.
      - d. Dimension indicating nine (9) feet horizontal clearance and minimum one (1) foot vertical clearance from water lines.
    - **Proposed Water Lines –**
      - a. Layout and location of water lines within site and location of proposed connection.
      - b. Meter location shown just outside of public right-of-way or within a dedicated utility easement for access.
      - c. Indicate backflow prevention assembly location (close to meter as possible) and check valves on all hose bibs.
      - d. All lines to be labeled showing pipe size and type of pipe.
    - **Proposed Paving & Drainage**
      - a. Layout and location of storm sewers, manholes, inlets and detention pond (if required by DD6).
      - b. Top of pavement elevations at peaks and low points.
      - c. Flow line elevations at all inlets, manholes and detention pond.
      - d. All lines to be labeled showing pipe size and type of pipe.
      - e. Outfall details.
  - b) Storm Water Pollution Prevention Plan (SWPPP) for tracts 1 acre or greater prepared by a Registered Professional Engineer showing:
    - Layout and location of silt fencing and inlet protection devices.
    - Stabilized construction entrance/exit location and material.
    - SWPPP written plan including a completed Notice of Intent (NOI).
  - c) Plumbing Plan showing:
    - Building floor plan with proposed water and sewer line location within the building.
    - Fire line piping and sprinkler system.
    - Location of hose bib connections.
- II. The following additional items may be required by the General Manager or District Engineer before the application is considered complete:
- Montgomery County Drainage District No. 6 approval letter (if within their watershed).
  - Copy of City of Houston **FINAL** plat approval form CPC-101 or City of Oak Ridge North final plat approval.
  - Texas Department of Transportation permit approval (if applicable). Copy of the TxDOT permit approval for drainage and driveway will be required before a permit will be issued.
  - Timeline or schedule for the project.