

Tarrant County Project Planning Process Checklist

October, 2006

A. Site Investigation

(Prior to the selection of a site)

1. Due diligence / condition assessment
2. Zoning review
3. Land use
4. Existing on-site utilities
5. Existing off-site utilities
6. Setbacks
7. Floor area ratio (FAR)
8. Parking
9. Lot coverage
10. Allowable heights
11. Service and loading
12. Landscape ordinance
13. Signage
14. Accessory uses
15. Screening requirements
16. Utility investigation
17. Existing utilities
 - a. Water
 - b. Gas
 - c. Sanitary sewer
 - d. Electric (aerial and below grade)
 - e. Fiber
 - f. Cable
 - g. Telephone
 - h. Storm sewer
18. Proposed utilities
 - a. Water
 - b. Gas
 - c. Sanitary sewer
 - d. Electric (aerial and below grade)
 - e. Fiber
 - f. Cable
 - g. Telephone
 - h. Storm sewer
19. Offsite utilities
 - a. Water
 - b. Gas
 - c. Sanitary sewer
 - d. Electrical (aerial/below grade)
 - e. Fiber
 - f. Cable
 - g. Telephone
 - h. Storm sewer
20. Development
 - a. Water
 - b. Gas
 - c. Sanitary sewer
 - d. Electric (aerial/below grade)
 - e. Fiber
 - f. Cable
 - g. Telephone
 - h. Storm sewer
21. Topography
22. Vehicular access
 - a. Thoroughfare plan
23. Vegetation
 - a. Tree ordinance
24. US Corps of Engineers
 - a. Wetlands
 - b. Waters of the US
 - c. Endangered species
25. Environmental
 - a. Phase I
 - b. Phase II
26. Prior land use
27. Flood plain
28. Title policy investigation
29. FAA
30. Deed restrictions
 - a. Land use
 - b. Setbacks
 - c. Architectural
 - d. Landscape
 - e. Signage
 - f. Lighting
 - g. Irrigation
 - h. Screening
31. Jurisdictions having authority
32. Platting
 - a. Survey
 - b. Metes and bounds
33. Topography
34. Easements
35. Right Of Way (ROW) dedication
36. Existing improvements
37. Special districts
 - a. Utility
 - b. Tax
38. Offsite improvement
 - a. Roadways
 - b. Signalization
 - c. Utilities
39. Impact fees
 - a. Sewer
 - b. Water

40. Thoroughfare
41. Financial abatements
 - a. Taxes
 - b. Utilities
42. Employment demographics
 - a. Labor pool
 - b. Housing
43. View corridors
44. ADA
45. Geotechnical investigation
46. Taxes
 - a. City
 - b. County
 - c. Educational

14. Environmental
 - a. Phase I
 - b. Phase II (if required)
15. Electrical power transmission investigation
16. Utilities
 - a. City
 - i. Baseline requirements
 - ii. Financial participation
 - b. Special districts
 - i. Authorization
 - ii. Financing
17. Legal

**B. Pre-Development Process
(Once a site has been selected)**

1. Zoning review
2. Existing zoning
 - a. Re-zone property
 - b. Variances
3. Site Plan Approval
4. Platting
5. Current survey
6. Topography / vegetation
7. Preliminary plat
8. Land use
 - a. Utilities / easements
 - b. Thoroughfares
 - c. Setbacks
9. Final plat
 - a. ROW dedication
 - b. Easement dedication
10. County recording
11. Thoroughfare plan
 - a. ROW alignments / dedications
 - b. Access points
 - c. Visibility / sightline requirements
 - d. Approach widths / geometry
 - e. Median openings
12. US Corps of Engineers
 - a. Wetlands investigation
 - b. Mitigation Plan
 - c. US Territorial Waters investigation
 - d. Endangered species investigation
13. Flood plain analysis
 - a. Existing FEMA data
 - b. Potential reclamation
 - c. Hydraulic studies
 - i. CLOMR
 - ii. LOMR

C. Development Process (The planning, architectural and engineering process)

Some or all of the following consultants and specialists may be involved in the following steps:

- Architecture
- Structural Engineering
- MEP Engineering
- Civil Engineering
- Landscape Architecture
- Fire Protection Engineering
- Other
 - Graphics
 - Acoustic/Audio visual
 - Security
 - Communications
 - Lighting
 - Foodservice
 - Vertical Transportation

1. Master Planning

- a. Programming
 - i. Establish Client's goals and objectives
 - ii. Develop Masterplan program
- b. Site Inventory / Analysis
 - i. Program
 - ii. Regulatory review
 - iii. Site inventory
 - iv. Urban design analysis
 - v. Environmental inventory
 - vi. Vehicular circulation
 - vii. Pedestrian circulation
 - viii. Off street parking / loading
 - ix. Infrastructure

- c. Concept Masterplan design alternatives
- d. Owner review, comment and approval
- e. Refine and develop preliminary Masterplan concept
- f. Owner review, comment and approval
- g. Develop final Masterplan
- h. Owner review, comment and approval
- h. Prepare schematic design documents
- i. Conduct preliminary code review with applicable agencies
- j. Conduct internal quality assurance review
- k. Present schematic design documents to Client
- l. Review and approval by Client

2. Conceptual Design

- a. Building Programming
 - i. Investigate standards
 - ii. Collect and analyze preliminary information
 - iii. Establish programming questionnaires
 - iv. Issue programming questionnaires
 - v. Collect questionnaires and summarize information
 - vi. Conduct programming interview sessions
 - vii. Summarize programming information
 - viii. Establish project budget
 - ix. Establish project schedule
 - x. Present program to Client
 - xi. Refine program based on Client input
 - xii. Publish program document and issue to Client

3. Schematic Design

- a. Prepare site model
- b. Conduct preliminary design work session with Client
- c. Develop building concepts
- d. Develop site plan
- e. Refine project schedule
- f. Refine project budget
- g. Review building concepts with client

4. Design Development

- a. Evaluate alternative building systems
- b. Conduct value engineering studies
- c. Prepare design development documents
- d. Refine project schedule
- e. Refine project budget
- f. Conduct additional code review with applicable agencies
- g. Identify size and type of building equipment
- h. Develop preliminary specifications
- i. Prepare building model
- j. Conduct internal quality assurance review
- k. Present design development documents to the Client
- l. Review and approval by the Client

5. Contract Documents

- a. Prepare detailed construction documents (plans and specifications)
- b. Prepare final budget estimate at 80% documents
- c. Conduct internal quality assurance review at 80% and 100% documents
- d. Secure building permits and agency approvals
- e. Review and approval by Client

6. Bidding

- a. Pre-qualify construction contractors
- b. Submit documents to contractors
- c. Hold pre-construction conference

- d. Answer questions during bidding
- e. Review bids with Client
- f. Recommend contractor

7. Construction

- a. Assist Client in selecting contractor
- b. Conduct regular construction progress meetings
- c. Produce supplemental information to the Client and contractor
- c. Operations and maintenance training

- d. Monitor construction process and process contractor pay applications
- e. Review and process samples and submissions
- f. Monitor project schedule
- g. Prepare punch lists
- h. Conduct project close out

8. Post Occupancy Review

- a. Conduct post occupancy evaluations
- b. Complete close out documents