

The Thursday Mylar Walk Through is a process to acquire final signatures from each of the reviewing disciplines. **This should not be a detailed review of your plans** – it should merely be a check to ensure that all requested corrections were made.

1. Check with your plan reviewers – are you ready for Thursday walk through or do your plans require a re-submittal? If your plans require a re-submittal and you have not yet done so, you will not be able to participate in the Thursday walk through.
2. Check the front of your plans
 - a. Do you need approval from the Floodplain Management Office (FMO) before the Thursday walk through? If so, make an appointment with FMO to see your Mylar set in advance.
 - b. Do you need approvals from any private utilities, Metro, TxDOT, pipeline crossings or any railroad agreements before the Thursday walk through? If so, make sure you have those approvals and signatures in place before Thursday.
 - i. Hard copies of all TxDOT approvals, railroad agreements and pipeline crossing approvals **MUST** be provided.
 - ii. Private utility signatures are valid for 1 year. If these are expired, your plan set will be rejected.
 - iii. All utility function agreements and interconnect agreements must be reviewed **PRIOR** to coming to the Mylar walk through.
 - c. Do you need to dedicate the utility easements? If so, have you completed the dedication process, i.e., easement has been recorded with recordation #. If not, Mylar will not be processed.
3. Bring a complete, legible set of your plans on Mylar. These plans should have:
 - a. A clear and clean Texas professional engineer's seal, digital or stamped,
 - b. A clear and clean signature on the seal that is legible and does not cover the license holder's name or license number.
 - c. The consultant firm's number,
 - d. The correct title block and format,
 - e. The correct scales (IDM Chapter 3 requirements),
 - f. A project location map,
 - g. A project site plan to show the location of the project,
 - h. The correct signature block and block sized for drawing stamp (IDM Chapter 3 requirements),
 - i. A 6" wide by 4" tall space for the permit stamp on cover sheet,
 - j. If applicable (**please bring a hard copy of each to facilitate approval**):
 - i. WCR Letter (valid and unexpired) **or** Impact Fee Receipt,
 - ii. Storm Availability Letter,
 - iii. Encroachment Agreement,
 - iv. Council Motion Numbers and actual documentation,
 - v. Recorded Easement Record Number (with map), recorded plat or updated CPC-101 with final plat;
 - vi. City approved water interconnect agreement/contract and recorded copy;
 - vii. City signed document with contract number on interagency agreement, utility function agreement or water supply contract.
4. Bring all previous plan review mark-up sets,
5. Please keep your Mylar set rubber banded. No tape over the Mylar is allowed. No sticky backing is allowed.