



## TxDOT Submittal Process

All development in the City of McKinney that will be constructing infrastructure or tying onto existing facilities within Texas Department of Transportation (TxDOT) maintained rights-of-way will require a driveway and/or utility permit approved by TxDOT's Collin County Area Office prior to construction. The City of McKinney is considered the permittee for all permit applications within their ETJ and requires that all permit submittals be processed through the City of McKinney's Engineering Department.

**Driveway Permits** shall contain the following documents and information:

- A letter of intent or letter of transmittal explaining the proposed improvements in State ROW. A letter of transmittal shall be included with each submittal.
- 4 copies of scaleable 11"x17" plans. Improvements along SH 121 shall require 5 copies.
- All engineering plan sheets must be signed/sealed by the engineer.
- 3 copies of the Traffic Impact Analysis (if applicable)
- ALL applicable TxDOT CAD Standard Plan Sheets shall be attached to the plans. (i.e. PED, EC, TCP, BC, SET, etc.)
- Only plan sheets that pertain to the driveway permit shall be included. Driveway permits cover only drives/paving and storm drain within State ROW. Additional plan sheets may be necessary that are not part of the City plan set.
- For re-submittals, the original redline markups from TxDOT shall be included along with a letter explaining any un-addressed comments.

**Utility Permits** shall contain the following documents and information:

- A letter of intent or letter of transmittal explaining the proposed improvements in State ROW. A letter of transmittal shall be included with each submittal.
- 4 copies of scaleable 11"x17" plans. Improvements along SH 121 shall require 5 copies.
- All engineering plan sheets must be signed/sealed by the engineer.
- For re-submittals, the original redline markups from TxDOT shall be included along with a letter explaining any un-addressed comments.
- Only plan sheets that pertain to the utility permit shall be included. Utility permits cover only water and sewer within State ROW. Additional plan sheets may be necessary that are not part of the City plan set. Please note that the City of McKinney does not process franchise utility permits.
- For re-submittals, the original redline markups from TxDOT shall be included along with a letter explaining any un-addressed comments.

**Important Note:** The City of McKinney will review all driveway and utility permit plans prior to submittal to TxDOT for accuracy and completeness. The City of McKinney will return any submittal that is deemed incomplete.

### **Useful Links:**

CAD Standard Plan Sheets - <http://www.txdot.gov/business/standardplanfiles.htm>

Roadway Design Manual - <http://onlinemanuals.txdot.gov/txdotmanuals/rdw/index.htm>

Hydraulic Design Manual - <http://onlinemanuals.txdot.gov/txdotmanuals/hyd/index.htm>

Access Management Manual - <http://onlinemanuals.txdot.gov/txdotmanuals/acm/index.htm>