



1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

Date: Thursday, September 19, 2024

PSCE Inc.  
Professional StruCIVIL Engineers Inc  
2205 W. Parmer LN Ste 201  
Austin TX 78727  
psce@psceinc.com

Permit Number 2024-P-1679-SF  
Job Address: 13105 F M RD 1100 2, manor, TX. 78653

Dear PSCE Inc.,

The first submittal of the FM 1100 Manor 12 Plat (*Short Form Final Plat*) submitted by Professional StruCIVIL Engineers Inc and received on December 10, 2024, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

### Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Tyler Shows by telephone at (737) 247-7552 or by email at tshows@gbateam.com.

- i. The vicinity map needs to be scaled 1" = 2,000'.
- ii. All variances approved by the Commission shall appear as a note on the final plat. Once these variances are approved call them out in the notes. Note 3 and 4. Note 4 lists setbacks that are not allowed per City Ordinance. A variance is required for any setbacks that are not to City Standards.
- iii. Call out areas delineating the regulatory one hundred (100) year floodplain. Part of this site is within the 100-year flood plain.
- iv. Call out the location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses the subdivision or is contiguous to the subdivision boundary.
- v. Using state plane coordinate systems X and Y coordinates shall be identified for four (4) property corners.
- vi. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries. As per Manor Code of Ordinance Chapter 14 Section 14.02.007.
- vii. The proposed location of sidewalks for each street, is to be shown as a dotted line inside the proposed right-of-way lines. A sidewalk is needed along all major streets (US HWY 290, FM 1100, Voelker Lane). Remove the sidewalk shown along the Eastern property line. Sidewalk is not required in that location unless ROW is being dedicated.
- viii. The developer shall include a copy of the approved application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.
- ix. This lot is within Aqua Water CCN. Note one calls out the City of Manor as the water provider. Revise note one.
- x. A letter requesting any variances from the provisions of this Ordinance, if not previously approved as part of the Preliminary Plat and posted pursuant to the requirements of this Ordinance. Provide documentation that the variance was approved.
- xi. Certification from all applicable taxing authorities that all taxes due on the property have been paid. Provide current tax certificate for 2023 taxes.
- xii. Remove Philip Tryon as chairperson and just have CHAIRPERSON. Dr. Christopher Harvey is the current Mayor of Manor.
- xiii. For (FOR RESIDENTIAL SUBDIVISIONS ONLY) add the following note: A TEN (10) FEET WIDE EASEMENT FOR PUBLIC UTILITIES IS HEREBY ASSIGNED ALONG ALL RIGHTS OF WAYS DEDICATED BY THIS PLAT. Note 9 calls out 5'.
- xiv. The setbacks shown on the plat do not match the setbacks required based on how the lot is currently zoned.
- xv. Provide identification and location of proposed uses for all lots.
- xvi. **Per City Ordinance requirements, the scale of the plat is required to be 1" = 100'. The graphic scale bar provided is not scaled 1" = 100'. Provide the correct scale bar.**
- xvii. Provide property owner information for lots south of US 290 that are within 300' of the subdivision boundary. **Provide Labels for mail notifications, including the owner's name, address, deed or plat reference and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls. This is needed for the property owners added across Old Hwy 290.**

9/19/2024 9:33:21 AM  
FM 1100 Manor 12 Plat  
2024-P-1679-SF  
Page 3

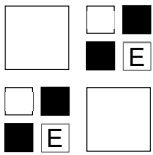
Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. Please include a comment response narrative indicating how comments have been addressed with your plan resubmittal. To access your project online, please go to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) and use the online portal to upload your drawings in PDF format.

Additional comments may be generated as requested information is provided. Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete, or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy, and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance.

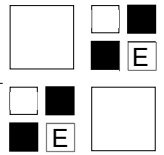
Thank you,

A handwritten signature in black ink, appearing to read 'Tyler Shows', followed by a long horizontal flourish.

Tyler Shows  
Staff Engineer  
GBA



# PROFESSIONAL STRUCIVIL ENGINEERS, INC.



STRUCTURAL CIVIL TRANSPORTATION

2205 W. PARMER LN., SUITE #201, AUSTIN, TEXAS 78727  
512.238.6422 [PSCE@PSCEINC.COM](mailto:PSCE@PSCEINC.COM) REGISTERED FIRM F-4951

## SHORT FORM FINAL PLAT COMMENT RESPONSE LETTER

<b>To:</b>	<b>Tyler Shows</b>	<b>From:</b>	Fehmina Asim
<b>Company:</b>	City of Manor	<b>Date:</b>	09/20/2024
<b>Project</b>	FM1100 Manor 12 Plat	<b>Case Number:</b>	2024-P-1679-SF
<b>Case Manager:</b>		<b>Address:</b>	13105 FM RD 1100 2, Manor, TX, 78653

1. Refer updated plat, the vicinity map has been rescaled to 1" = 2,000'.
2. Refer updated plat, notes have been updated. TYPO no variances.
3. Refer the updated plat, area delineating the regulatory 100-year floodplain has been called out.
4. Refer updated plat, call outs are added. "CITY LIMIT LINE", "CITY OF MANOR" "CITY OF MANOR ETJ"
5. Refer updated plat, property corners have been identified using state plane coordinate system.
6. Refer updated plat, setback lines have been marked as dashed lines on the plat. The building setback 20.0' street frontage, 40.0' residential along East property line.
7. Refer updated plat, sidewalk for each street have been showed as a dotted line, and in the legend.
8. Not applicable, no modification of the existing floodplain.
9. Refer updated plat, note 1 have been revised. The water AQUA and wastewater City of Manor.
10. Not applicable.
11. Pending tax certificate.
12. Refer updated plat, "Chairperson Dr. Christopher Harvey" has been mentioned as the current Mayor of Manor.
13. Refer updated plat, note 9 have been revised for 10.0' PUE.



1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

Date: Thursday, October 17, 2024

PSCE Inc.  
Professional StruCIVIL Engineers Inc  
2205 W. Parmer LN Ste 201  
Austin TX 78727  
psce@psceinc.com

Permit Number 2024-P-1679-SF  
Job Address: 13105 F M RD 1100 2, manor 78653

Dear PSCE Inc.,

The subsequent submittal of the FM 1100 Manor 12 Plat submitted by Professional StruCIVIL Engineers Inc and received on December 10, 2024, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

## Engineer Review

The following comments have been provided by Tyler Shows. Should you have any questions or require additional information regarding any of these comments, please contact Tyler Shows by telephone at (737) 247-7552 or by email at tshows@gbateam.com.

- i. ~~The vicinity map needs to be scaled 1" = 2,000'.~~
- ii. ~~All variances approved by the Commission shall appear as a note on the final plat. Once these variances are approved call them out in the notes. Note 3 and 4. Note 4 lists setbacks that are not allowed per City Ordinance. A variance is required for any setbacks that are not to City Standards.~~
- iii. ~~Call out areas delineating the regulatory one hundred (100) year floodplain. Part of this site is within the 100-year flood plain.~~
- iv. ~~Call out the location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses the subdivision or is contiguous to the subdivision boundary.~~
- v. ~~Using state plane coordinate systems X and Y coordinates shall be identified for four (4) property corners.~~
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- vii. ~~The proposed location of sidewalks for each street, is to be shown as a dotted line inside the proposed right-of-way lines. A sidewalk is needed along all major streets (US HWY 290, FM 1100, Voelker Lane). Remove the sidewalk shown along the Eastern property line. Sidewalk is not required in that location unless ROW is being dedicated.~~
- viii. ~~The developer shall include a copy of the approved application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.~~
- ix. ~~This lot is within Aqua Water CCN. Note one calls out the City of Manor as the water provider. Revise note one.~~
- x. ~~A letter requesting any variances from the provisions of this Ordinance, if not previously approved as part of the Preliminary Plat and posted pursuant to the requirements of this Ordinance. Provide documentation that the variance was approved.~~
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- xiii. ~~For (FOR RESIDENTIAL SUBDIVISIONS ONLY) add the following note: A TEN (10) FEET WIDE EASEMENT FOR PUBLIC UTILITIES IS HEREBY ASSIGNED ALONG ALL RIGHTS OF WAYS DEDICATED BY THIS PLAT. Note 9 calls out 5'.~~
- xiv. ~~The setbacks shown on the plat do not match the setbacks required based on how the lot is currently zoned.~~
- xv. ~~Provide identification and location of proposed uses for all lots.~~
- xvi. **Per City Ordinance requirements, the scale of the plat is required to be 1" = 100'. The graphic scale bar provided is not scaled 1" = 100'. Provide the correct scale bar.**
- xvii. **Provide property owner information for lots south of US 290 that are within 300' of the subdivision boundary. Provide Labels for mail notifications, including the owner's name, address, deed or plat reference and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls. This is needed for the property owners added across Old Hwy 290.**

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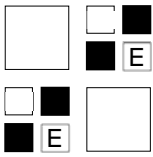
Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at (737) 247-7557, or by e-mail at [pgray@gbateam.com](mailto:pgray@gbateam.com).

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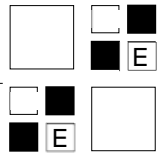
Thank you,

A handwritten signature in blue ink that reads "Pauline M. Gray". The signature is written in a cursive style.

Pauline Gray, P.E.  
Lead AES  
GBA



# PROFESSIONAL STRUCIVIL ENGINEERS, INC.



STRUCTURAL CIVIL TRANSPORTATION  
2205 W. PARMER LN., SUITE #201, AUSTIN, TEXAS 78727  
512.238.6422 [PSCE@PSCEINC.COM](mailto:PSCE@PSCEINC.COM) REGISTERED FIRM F-4951

## COMMENT RESPONSE LETTER U2

<b>To:</b>	<b>Development Services Department</b>	<b>From:</b>	Fehmina Asim
<b>Company:</b>	City of Manor	<b>Date:</b>	10/23/2024
<b>Project</b>	FM1100 Manor	<b>Case Number:</b>	2024-P-1679-SF
<b>Case Manager:</b>	Tyler Shows	<b>Address:</b>	13105 FM RD 1100 2, Manor 78653

### Engineer Review

- (ii) Refer plat notes #3 and #4, no variances are required and requested for this development.
- (vii) Refer updated plat sheet, the sidewalks along frontage only.
- (x) Refer PSCE response (ii).
- (xi) Refer TCAD information for Taxes, the original tax certificate shall be provided, once all the comments are cleared.
- (xiv) Refer updated plat setback as per C-2 zoning.
- (xv) Refer updated plat for surrounding properties information are added. | Owner, Zoning, Usages.
- (xvi) Refer update plat , scale 1"=100'-0".
- (xvii) Refer update plat, property owner information has been added.





1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

Date: Thursday, November 21, 2024

PSCE Inc.  
Professional StruCIVIL Engineers Inc  
2205 W. Parmer LN Ste 201  
Austin TX 78727  
psce@psceinc.com

Permit Number 2024-P-1679-SF  
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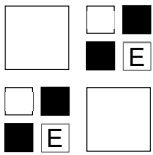
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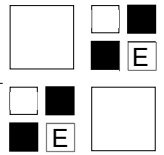
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Tyler Shows  
Staff Engineer  
GBA



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## COMMENT RESPONSE LETTER U3

<b>To:</b>	<b>Development Services Department</b>	<b>From:</b>	Mirza Tahir Baig
<b>Company:</b>	City of Manor	<b>Date:</b>	12/10/2024
<b>Project</b>	FM1100 Manor	<b>Case Number:</b>	2024-P-1679-SF
<b>Case Manager:</b>	Tyler Shows	<b>Address:</b>	13105 FM RD 1100 2, Manor 78653

### Engineer Review

- (xvi) Refer update plat , graphical scale 1"=100'-0".
- (xvii) Refer update mail list, 6 thru 10 are added.