



1500 County Road 269
Leander, TX 78641

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

Date: Monday, April 7, 2025

Matthew Mitchell
ALM Engineering, Inc.
PO Box 536
Dripping Springs 78620
matt@almengr.com

Permit Number 2025-P-1718-FP
Job Address: Northeast Corner of FM 973 & Hwy 290, Manor, TX. 78653

Dear Matthew Mitchell,

The first submittal of the Manor Commons NE Commercial Phase 1 Final Plat (*Final Plat*) submitted by ALM Engineering, Inc. and received on August 07, 2025, 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. Provide the owner's names and the property lines of property within three hundred (300) feet of the subdivision boundary, together with the respective plat or deed references as determined by the most recent tax rolls.
- ii. Acknowledge that all variances approved by the Commission shall appear as a note on the final plat.
- iii. Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County. Provide documentation that these street names are approved.
- iv. Show areas delineating the regulatory one hundred (100) year floodplain, if applicable. This information must be certified by a registered professional engineer.
- v. Show the location of City limit lines and/or the outer border of the City's extraterritorial 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.
- vi. Provide X and Y coordinates for four (4) property corners. Only two are called out.
- vii. Provide a copy of the deed.
- viii. Provide Certification from all applicable taxing authorities that all taxes due on the property have been paid. The certificate provided is from 2022, provide the most recent year.

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 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, slightly wavy line extending to the right.

Tyler Shows
Staff Engineer
GBA



August 6, 2025

**MANOR COMMONS NE COMMERCIAL PHASE 1 FINAL PLAT
COMMENT RESPONSE #1**

FROM: Tyler Shows
Staff Engineer
GBA

DATE: 4/27/2025

PERMIT NUMBER: 2025-P-1718-FP

JOB ADDRESS: Northeast Corner of FM 973 & Hwy 290, Manor, TX. 78653

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. Provide the owner's names and the property lines of property within three hundred (300) feet of the subdivision boundary, together with the respective plat or deed references as determined by the most recent tax rolls.
RESPONSE: List of adjacent property owners included with this submittal.
- ii. Acknowledge that all variances approved by the Commission shall appear as a note on the final plat.
RESPONSE: We are not aware of any variances associated with this project.
- iii. Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County. Provide documentation that these street names are approved.
RESPONSE: Screenshot has been included with this submittal. Pomeranian Drive is the only new street name.
- iv. Show areas delineating the regulatory one hundred (100) year floodplain, if applicable. This information must be certified by a registered professional engineer.
RESPONSE: See Final Plat.
- v. Show the location of City limit lines and/or the outer border of the City's extraterritorial 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.
RESPONSE: See Final Plat.
- vi. Provide X and Y coordinates for four (4) property corners. Only two are called out.
RESPONSE: See Final Plat.
- vii. Provide a copy of the deed.
RESPONSE: A copy of the deed has been provided with this submittal.
- viii. Provide Certification from all applicable taxing authorities that all taxes due on the property have been paid. The certificate provided is from 2022, provide the most recent year.
RESPONSE: Tax certificates have been included with this submittal.

If you have any questions, please contact me at (512) 745-6157.

Sincerely,

Nathan Mitchell
Nathan Mitchell, P.E.

