



1500 County Road 269  
Leander, TX 78641

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

Date: Monday, August 28, 2023

Craig Carney  
210455  
4588 Hinton Dr.  
Plano TX 75024  
craig@eng-firm.com

Permit Number 2023-P-1550-FP  
Job Address: Reserves at Las Entradas Apartments Final Plat, , LA.

Dear Craig Carney,

The first submittal of the Reserves at Las Entradas Apartments Final Plat (*Final Plat*) submitted by 210455 and received on February 15, 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 Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

1. Provide the name and title for the person who will be signing the plat as the Owner.
2. Add a plat note regarding who will be providing water service to the lots.
3. Public utility, easements, and setbacks should be shown on the final plat.
4. Lot 3 cannot be listed as a public utility easement nor should it be a lot. List what the recorded document calls the easement. It would be shown as an easement on one of the proposed lots.
5. 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.
6. The proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed right-of-way lines.
7. Certification from all applicable taxing authorities that all taxes due on the property have been paid. A TAX CERTIFICATE is required. What was provided does not meet the requirements.
8. The P&Z Chairperson is LaKesha Small.
9. The Mayor is Dr. Christopher Harvey.
10. The City Secretary is Lluvia Almaraz.
11. Note #12 should be removed as this is not a Manor ISD development.

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,



Pauline Gray, P.E.  
Lead AES  
GBA



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Permit Number 2023-P-1550-FP  
Job Address: Reserves at Las Entradas Apartments Final Plat, , LA.

Dear Craig Carney,

The first submittal of the Reserves at Las Entradas Apartments Final Plat (*Final Plat*) submitted by 210455 and received on August 04, 2023, 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 Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

1. Provide the name and title for the person who will be signing the plat as the Owner. **Owner entity added**
2. Add a plat note regarding who will be providing water service to the lots. **Note added: City of Manor**
3. Public utility, easements, and setbacks should be shown on the final plat. **Setbacks & PUE shown**
4. Lot 3 cannot be listed as a public utility easement nor should it be a lot. List what the recorded document calls the easement. It would be shown as an easement on one of the proposed lots. **Lot 3 removed**
5. 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. **Building Setbacks shown**
6. The proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed right-of-way lines. **Sidewalks shown on Gregg Manor & Eggleston**
7. Certification from all applicable taxing authorities that all taxes due on the property have been paid. A TAX CERTIFICATE is required. What was provided does not meet the requirements. **Tax Certificate has been uploaded**
8. The P&Z Chairperson is LaKesha Small. **Shown**
9. The Mayor is Dr. Christopher Harvey. **Shown**
10. The City Secretary is Lluvia Almaraz. **Shown**
11. Note #12 should be removed as this is not a Manor ISD development. **Note #12 corrected**

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.

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Thank you,



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Lead AES  
GBA



1500 County Road 269  
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P.O. Box 2029  
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Date: Wednesday, January 10, 2024

Craig Carney  
210455  
4588 Hinton Dr.  
Plano TX 75024  
craig@eng-firm.com

Permit Number 2023-P-1550-FP  
Job Address: Reserves at Las Entradas Apartments Final Plat,

Dear Craig Carney,

The subsequent submittal of the Reserves at Las Entradas Apartments Final Plat submitted by 210455 and received on December 12, 2023, 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.

- ~~1. Provide the name and title for the person who will be signing the plat as the Owner.~~
  - ~~2. Add a plat note regarding who will be providing water service to the lots.~~
  - ~~3. Public utility, easements, and setbacks should be shown on the final plat.~~
  - ~~4. Lot 3 cannot be listed as a public utility easement nor should it be a lot. List what the recorded document calls the easement. It would be shown as an easement on one of the proposed lots.~~
  - ~~5. 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.~~
  - ~~6. The proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed right-of-way lines.~~
  - ~~7. Certification from all applicable taxing authorities that all taxes due on the property have been paid. A TAX-CERTIFICATE is required. What was provided does not meet the requirements. Provide the actual tax certificate, a screen shot will not be accepted.~~
  - 8. The P&Z Chairperson is LaKesha Small. The P&Z Chairperson is Felix Paiz.**
  - 9. The Mayor is Dr. Christopher Harvey.**
  - 10. The City Secretary is Lluvia Almaraz.**
  - 11. Note #12 should be removed as this is not a Manor ISD development.**
- Only page one of the plat was submitted, missing page 2.**

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. 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.

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 /Manor/Parts/Blank, or by e-mail at tshows@gbateam.com.

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Thank you,



Tyler Shows  
Staff Engineer  
GBA



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Permit Number 2023-P-1550-FP  
Job Address: Reserves at Las Entradas Apartments Final Plat,

Dear Craig Carney,

The subsequent submittal of the Reserves at Las Entradas Apartments Final Plat submitted by 210455 and received on February 15, 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.

1. Provide the name and title for the person who will be signing the plat as the Owner. **2nd sheet included with this info**
2. Add a plat note regarding who will be providing water service to the lots. **2nd sheet included with this info**
- ~~3. Public utility, easements, and setbacks should be shown on the final plat.~~
- ~~4. Lot 3 cannot be listed as a public utility easement nor should it be a lot. List what the recorded document calls the easement. It would be shown as an easement on one of the proposed lots.~~
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7. Certification from all applicable taxing authorities that all taxes due on the property have been paid. A TAX CERTIFICATE is required. What was provided does not meet the requirements. **Provide the actual tax certificate, a screen shot will not be accepted. Michael Burrell has the original tax certicate**
8. The P&Z Chairperson is LaKeshia Small. **2nd sheet included with this info**
9. The Mayor is Dr. Christopher Harvey. **2nd sheet included with this info**
10. The City Secretary is Lluvia Almaraz. **2nd sheet included with this info**
11. Note #12 should be removed as this is not a Manor ISD development. **2nd sheet included with this info**

Only page one of the plat was submitted, missing page 2.

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Thank you,



Tyler Shows  
Staff Engineer  
GBA





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Date: Tuesday, February 13, 2024

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Job Address: Reserves at Las Entradas Apartments Final Plat,

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## Engineer Review

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