



1500 County Road 269  
Leander, TX 78641

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

Date: Thursday, September 21, 2023

Anna Ford  
Kimley-Horn  
5301  
AUSTIN TX  
anna.ford@kimley-horn.com

Permit Number 2023-P-1568-SF  
Job Address: 13113 US 290, Manor, TX. 78653

Dear Anna Ford,

The first submittal of the Manor RV Subdivision Short Form Final Plat (*Short Form Final Plat*) submitted by Kimley-Horn and received on February 05, 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. **Lots 2 and 3 will need access to wastewater services. The owner of lot 1 will need to provide an easement through lot 1 for lots 2 and 3 to access their wastewater connection. The wastewater connection for this site is on the south side of lot 1. The easement must be shown on the final plat. Also, City Legal will need to review the easement.**
- ii. ~~Reminder: The engineer and surveyor shall affix their seals to the plat in conjunction with signing the certification requirements.~~
- iii. ~~Identification and location of proposed uses and reservations for all lots within the subdivision. Provide a call out of each lot's proposed use.~~
- iv. ~~Provide certification from a registered professional engineer and approval by the State Health Department (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system. (Manville Water).~~
- v. ~~Provide 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.~~
- vi. ~~Provide a current tax certificate. The one provided is from 2018.~~
- vii. ~~Provide the following note "Performance and maintenance guarantees as required by the city".~~
- viii. ~~The current Mayor of Manor is Dr. Christopher Harvey.~~

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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



November 6, 2023

Tyler Shows  
1500 County Road 269  
P.O Box 2029  
Leander, TX 78641-2029

**RE: *Manor RV Subdivision Short Form Final Plat (2023-P-1568-SF)***

The purpose of this letter is to provide satisfactory answers to the comments/questions issued in a comment letter dated September 21, 2023. The answers are listed below in bold and are preceded by the comments/questions listed in the original letter.

**Comments:**

- i. Lots 2 and 3 will need access to wastewater services. The owner of lot 1 will need to provide an easement through lot 1 for lots 2 and 3 to access their wastewater connection. The wastewater connection for this site is on the south side of lot 1.

**Response: Note 15, " A Public wastewater easement must be dedicated by separate instrument across Lot 1 to provide service to Lots 2 and 3 prior to the initiation of construction on Lot 1."**

- ii. Reminder: The engineer and surveyor shall affix their seals to the plat in conjunction with signing the certification requirements.

**Response: Noted, once the plat is approved the plat will be sealed.**

- iii. Identification and location of proposed uses and reservations for all lots within the subdivision. Provide a call out of each lot's proposed use.

**Response: Proposed uses have been provided.**

- iv. Provide certification from a registered professional engineer and approval by the State Health Department (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system. (Manville Water).

**Response: the subdivision is located within the Manville Water Supply CCN and a will serve letter has been provided.**

- v. Provide the location of building setback lines, as required by the City § 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.

**Response: Setback lines have been added and called out.**

- vi. Provide a current tax certificate. The one provided is from 2018.

**Response: Current tax certificate has been provided.**

vii. Provide the following note "Performance and maintenance guarantees as required by the city".

**Response: note 14 has been added.**

viii. The current Mayor of Manor is Dr. Christopher Harvey.

**Response: Noted, signature block has been updated.**

Please contact me at 737-241-9081 if additional information is required.

Sincerely,

*Anna Ford*

Anna Ford  
KIMLEY-HORN AND ASSOCIATES, INC.



1500 County Road 269  
Leander, TX 78641

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

Date: Monday, December 4, 2023

Anna Ford  
Kimley-Horn  
5301  
AUSTIN TX  
anna.ford@kimley-horn.com

Permit Number 2023-P-1568-SF  
Job Address: 13113 US 290, Manor 78653

Dear Anna Ford,

The subsequent submittal of the Manor RV Subdivision Short Form Final Plat submitted by Kimley-Horn and received on February 05, 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. **Lots 2 and 3 will need access to wastewater services. The owner of lot 1 will need to provide an easement through lot 1 for lots 2 and 3 to access their wastewater connection. The wastewater connection for this site is on the south side of lot 1. The easement must be shown on the final plat. Also, City Legal will need to review the easement.**
- ii. ~~Reminder: The engineer and surveyor shall affix their seals to the plat in conjunction with signing the certification requirements.~~
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- iv. ~~Provide certification from a registered professional engineer and approval by the State Health Department (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system. (Manville Water).~~
- v. ~~Provide 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.~~
- vi. ~~Provide a current tax certificate. The one provided is from 2018.~~
- vii. ~~Provide the following note "Performance and maintenance guarantees as required by the city".~~
- viii. ~~The current Mayor of Manor is Dr. Christopher Harvey.~~

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 (737) 247-7557, or by e-mail at [pgray@gbateam.com](mailto:pgray@gbateam.com).

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

Pauline Gray, P.E.  
Lead AES  
GBA



December 26, 2023

Tyler Shows  
1500 County Road 269  
P.O Box 2029  
Leander, TX 78641-2029

**RE: *Manor RV Subdivision Short Form Final Plat (2023-P-1568-SF)***

The purpose of this letter is to provide satisfactory answers to the comments/questions issued in a comment letter dated December 04, 2023. The answers are listed below in bold and are preceded by the comments/questions listed in the original letter.

**Comments:**

- i. Lots 2 and 3 will need access to wastewater services. The owner of lot 1 will need to provide an easement through lot 1 for lots 2 and 3 to access their wastewater connection. The wastewater connection for this site is on the south side of lot 1. The easement must be shown on the final plat. Also, City Legal will need to review the easement.

Response: Note 15, " A Public wastewater easement must be dedicated by separate instrument across Lot 1 to provide service to Lots 2 and 3 prior to the initiation of construction on Lot 1." Note approval from the City of Manor has been provided by Scott Dunlop, approval email has been provided with this updated.

Please contact me at 737-241-9081 if additional information is required.

Sincerely,

*Anna Ford*

Anna Ford  
KIMLEY-HORN AND ASSOCIATES, INC.