

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: July 19, 2023

Submitted By:

Staff

Agenda Item:

Discussion and possible action on a proposal from ATS Engineers for elevation verification services

Description:

At the June 21, 2023 City Council Meeting, after approval of a proposal for establishing a survey benchmark network for the City of Rollingwood, the City Council and Andrew Jimenez of ATS Engineers, discussed a draft ordinance and process for elevation verification services.

Mayor Gavin Massingill stated that staff would bring back a code amendment with a bifurcated process for elevation and building height verifications (see item 14) and a checklist from ATS for rules and guidelines that any surveyor should follow. The checklist is below, as well as contained in the attached proposal from ATS.

The topographic survey (certified survey exhibit) shall be prepared in accordance with the Texas Society of Professional Surveyors Manual of Practice, Effective December 31, 2021, and shall meet or exceed the standards for a Topographic Survey.

All surface features within the area to be surveyed shall be shown and identified within the subject lot. In addition, these features shall be located by sufficient horizontal and vertical ties and labeled on the sheets to permit accurate scaling and identification. All maps submitted shall be drawn to a scale of acceptable practice. The phrase "surface features" is intended to include, but is not limited to, the following existing features:

- **All above-ground utilities.**
- **Drives and back of curbs. All roads shall be identified by name.**
- **Fences (location, type, height, and condition).**
- **Established elevations. Spot elevations affecting the design of the facilities shall be provided, such as ground elevations, elevations on existing utilities, and on visible surface features within the area to be surveyed. Specifically, breakpoints or changes in grades or terrain shall be provided, such as tops and toes of banks, ditches, swales, gullies, etc. Ground elevations shall be to the closest 0.2- foot.**

- **Established Locations.** In addition to the elevations referenced above, the location and elevation of all boundary corners.
- **Manholes, inlets, and all drainage structures.** Provide type.

ATS suggests the submission of a certified survey exhibit with the above items shown. The certified survey exhibit should contain the horizontal and vertical monument used as a basis of the survey performed, as well as the identified high and low points of natural ground. In addition to a certified survey exhibit, the City of Rollingwood should also be provided with digital cad files and survey field data points in a .txt or .csv format or detailed field notes with a corresponding field sketch of above-ground improvements with elevations shown.

Action Requested:

To consider a proposal from ATS Engineers for elevation verification services

Fiscal Impacts:

Costs associated with elevation and building height verifications will be charged to applicants/contractors associated with a permit

Attachments:

- Proposal from ATS Engineers for elevation verification services