



TRANSPORTATION AND PUBLIC WORKS DEPT.  
STORM WATER MANAGEMENT

# PRELIMINARY AND FINAL DAM MAINTENANCE AND EMERGENCY ACTION PLAN

Please attach additional sheets as necessary for comments and descriptions.  
Fold all sheets to 8½" x 11" or 9" x 12" and bind with a clip.

## 1. Project Information

- A. Name of Development: \_\_\_\_\_
- B. Case No.: \_\_\_\_\_
- C. Dam Name, Number or Tributary: \_\_\_\_\_
- D. Date: \_\_\_\_\_
- E. Name of Owner: \_\_\_\_\_
- F. Telephone No.: \_\_\_\_\_
- G. Owner Contact Name: \_\_\_\_\_
- H. E-mail: \_\_\_\_\_
- I. Owner Address: \_\_\_\_\_
- J. Engineer's Name: \_\_\_\_\_
- K. Texas P.E. No.: \_\_\_\_\_
- L. Engineering Firm: \_\_\_\_\_
- M. Telephone No.: \_\_\_\_\_
- N. Engineer Address: \_\_\_\_\_
- O. E-mail: \_\_\_\_\_

## 2. Dam Summary Information (Item H not required for Preliminary Submittal)

A dam with a height of six (6) feet or greater, measured from the crest of the dam to the bottom of the outfall channel immediately below the dam, must be registered with the TCEQ, and have a breach analysis, hazard assessment, and emergency action plan per 30 TAC §299.

- A. Dam height (feet): \_\_\_\_\_
- B. Impoundment surface area (acres): \_\_\_\_\_
- C. Watershed size (acres): \_\_\_\_\_
- D. Approx. impoundment volume (acre-feet): \_\_\_\_\_
- E. Who will own and maintain dam (HOA, City park, etc.)? \_\_\_\_\_
- F. Was dam previously registered and/or inspected by TCEQ? When? \_\_\_\_\_
- G. TCEQ Impoundment size classification (30 TAC §299.12):    \_\_\_ Exempt (<6' high)    \_\_\_ Small    \_\_\_ Intermediate    \_\_\_ Large
- H. Hazard Assessment (from 6.B. below per 30 TAC §299.13):    \_\_\_ N/A (<6' high)    \_\_\_ Low    \_\_\_ Significant    \_\_\_ High

## 3. Attachments:

- \_\_\_\_\_ Dam and Pond Site Map(s)
- \_\_\_\_\_ Water Rights Permit (where applicable)
- \_\_\_\_\_ Breach Analysis (where applicable)
- \_\_\_\_\_ Emergency Action Plan (final submittal)

For City Use: Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_  
 Accepted    Not Accepted    Case No.: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_

Yes   No   N/A   Comments and Descriptions

**4. State Water Rights**

In accordance with Texas Water Code §11, all surface impoundments involving State water not used for domestic or livestock purposes must obtain a water rights permit from the TCEQ. For proposed City-owned dams, a completed permit, or written documentation from TCEQ stating that a permit is not required, must be submitted prior to final acceptance by the City.

Has water rights permit been obtained or applied for? (For proposed City-owned dams, attach permit correspondence)

\_\_\_   \_\_\_   \_\_\_\_\_

**5. Dam and Pond Site Map(s), showing:**

- A. Proposed and existing contours, with recent aerial
- B. Existing and proposed FEMA floodplain limits
- C. Street and lot layout around dam and inundation area
- D. Contributing watershed (reduced scale if necessary)
- E. Hydrologic calculations for Q100 and PMF
- F. Location, size and capacity of proposed spillway
- G. Conceptual or final spillway and erosion protection design

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**6. Dam Breach Analysis – Attach and Include: (Required for Final Submittal only, for dams at least 6’ in height)**

- A. Breach analysis for “sunny day”, “barely overtopping” or Q100, and Probable Maximum Flood (PMF) conditions
- B. Hazard Assessment based on potential for loss of life or property damage in breach/non-breach comparison
- C. Emergency Action Plan per current City standards

\_\_\_   \_\_\_   \_\_\_   \_\_\_\_\_  
 \_\_\_   \_\_\_   \_\_\_   \_\_\_\_\_  
 \_\_\_   \_\_\_   \_\_\_   \_\_\_\_\_

(seal)	<p>I certify that this Dam Maintenance and Emergency Action Plan, including this checklist, required attachments, and additional comments, was prepared under my responsible supervision and that the information presented on this checklist and attachments is correct to the best of my knowledge. I also understand that an acceptance of this plan by the City does not waive any City standards or requirements unless a specific waiver request has been submitted and approved.</p> <p>Signed _____ Date _____</p> <p>Print Name: _____</p>
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