



# Subdivision Construction Plans Application and Checklist

This application and checklist are provided as a service of the City of Aurora. Its purpose is to assist the applicant in preparing a proposal that meets City standards so it can be expedited through the review process.

**AN APPOINTMENT IS REQUIRED TO SUBMIT A CONSTRUCTION PLAN APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** Please contact the Planning Department at 817.636.2783 to schedule an appointment.

## INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website ([www.auroratexas.gov](http://www.auroratexas.gov)) or at City Hall.
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your project. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application / checklist. If there are any questions regarding regulations, the applicant should consult source law.
- An approved Preliminary Plat is required prior to submission of Construction Plans.
- This checklist is only a guide. All state and local subdivision requirements cannot be reflected on this checklist. If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of Aurora at our website or at city hall.
- Construction plans may be submitted for review and approval simultaneously with a Final Plat provided however that the Final Plat shall not be approved until the Construction Plans have been approved. If the Construction Plans and the Final Plat are to be reviewed simultaneously, a complete application for Construction Plans and a complete application for Final Plat must be submitted to the City simultaneously.

## REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

- \_\_\_ 1. Completed and signed application/checklist
- \_\_\_ 2. Six (6) sets of construction plans (24" X 36" sheets) at generally accepted horizontal and vertical engineering scales.
- \_\_\_ 3. Copy of deed showing current ownership
- \_\_\_ 4. A disk including PDF copies of the proposed construction plans, the approved preliminary plat and parks plan
- \_\_\_ 5. Is this plan subject to an approved PUD, or development agreement? ( YES / NO – Circle One )  
Name & File Number: \_\_\_\_\_
- \_\_\_ 6. Certified estimate of cost of construction
- \_\_\_ 7. Copy of certified tax certificate, from each taxing entity, showing current taxes are paid in full
- \_\_\_ 8. Filing Fee



## ACTING AGENT ON BEHALF OF OWNER

If an agent is representing the owner of the property, please complete the following information.

|              |  |
|--------------|--|
| Agent's Name |  |
| Company      |  |
| Address      |  |
| Email        |  |
| Office Ph    |  |
| Mobile Ph    |  |

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

## CONSTRUCTION PLAN CHECKLIST

Please note that this checklist is intended to describe the general scope of construction plan applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application.

### GENERAL

- \_\_\_ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:
  - Cover Sheet
  - General Notes
  - Final Plat
  - Overall Preliminary Plat
  - Existing Conditions & Demolition Plan
  - Erosion & Sedimentation Control Plan
  - Streets & Roadway Systems
  - Grading & Drainage Plan
  - Water Distribution System  Wastewater Collection System
  - Traffic Control, Street Lights, & Signage Plan
  - Sidewalk Plan
  - Road & Sidewalk Closure Plan
  - Standard Details
  - Parkland Trail Improvements Plan
  - Landscape Plan
- \_\_\_ 2. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.
- \_\_\_ 3. A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application).
- \_\_\_ 4. All property lines shall be identified with a solid, heavy, and black line.
- \_\_\_ 5. All offsite easements are required to be recorded prior to the approval of the construction plans. Examples of offsite easements may include water, wastewater, or drainage easements.
- \_\_\_ 6. Provide a note clarifying which improvements will be dedicated to the City and which improvements will be owned and maintained by a private entity.

### COVER SHEET

- \_\_\_ 1. Title block including the following in the top center of the page. The "Subdivision Name" shall match the preliminary plat and include the phase and section number.
  - Subdivision Name
  - Public Improvement
  - Construction
  - Plans
  - Project Number (This number will be assigned during the first review of the plan set)

**COVER SHEET (CONTINUED)**

\_\_\_ 2. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.

\_\_\_ 3. Project information below the location sketch including the following:

- Property owner name, address, and phone number
- Engineer name, address, and phone number
- Surveyor name, address, and phone number
- Developer/Agent name, address, and phone number
- Submittal date
- Property information including legal description

\_\_\_ 4. Include the following signature block in the upper left corner.

|  |      |
|--|------|
| APPROVED BY                                    |      |
|  |      |
| <b>Steve Derting, Zoning Director</b>          | Date |
|  |      |
| <b>George Belcheff, P.E., City Engineer</b>    | Date |
|  |      |
| <b>William Allen, Director of Public Works</b> | Date |
|  |      |
| <b>Dr. Toni Wheeler, City Administrator</b>    | Date |
|  |      |
| <b>Jeff Doughty, Fire Marshal</b>              | Date |
|  |      |
| <b>Terry Solomon, Mayor</b>                    | Date |

\_\_\_ 5. Revision block below the below including the following:

| Revision # | Description | Approval |
|------------|-------------|----------|
|            |             |          |
|            |             |          |
|            |             |          |

## COVER SHEET (CONTINUED)

\_\_\_ 6. Index in the upper right corner including the sheet name and number.

\_\_\_ 7. Example cover sheet:

|                                       |                     |          |
|---------------------------------------|---------------------|----------|
| <b>PROJECT NAME</b>                   |                     |          |
| Public Improvement Construction Plans |                     |          |
| Project Number                        |                     |          |
| Signature<br>Block                    | Location Sketch     | Index    |
| Revision<br>Block                     | Project Information | Approval |
| Page # of #                           |                     |          |

## GENERAL NOTES

\_\_\_ 1. Insert the City of Aurora General Notes. These notes may be found online at:  
<http://wp.me/P73Pk2-st>

## FINAL PLAT

\_\_\_ 1. Provide a draft copy of the Final Plat.

## OVERALL PRELIMINARY PLAT

\_\_\_ 1. Provide the overall layout of the project as shown in the preliminary plat.

## EROSION AND SEDIMENTATION CONTROLS

\_\_\_ 1. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.

\_\_\_ 2. Existing and proposed topographic conditions with vertical intervals not greater than one (1) foot referenced to a United States Geological Survey or Coastal and Geodetic Survey benchmark or monument.

## **EROSION AND SEDIMENTATION CONTROLS (CONTINUED)**

- \_\_\_ 3. The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction are shown.
- \_\_\_ 4. Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified.
- \_\_\_ 5. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.
- \_\_\_ 6. Identify at least one construction entrance on the erosion and sediment control site plan.
- \_\_\_ 7. Identify the locations of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.
- \_\_\_ 8. Identify each phase of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that take into account a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place.
- \_\_\_ 9. Provide the following note: The City of Aurora environmental inspector has the authority to add or modify erosion/sediment controls on site throughout the duration of the project.
- \_\_\_ 10. Any permanent stormwater control facility such as a water quality or detention pond, must be located in an Access Easement dedicated to the City to allow the City or its contractors access to the facility for periodic inspection. A Maintenance agreement, and plan shall be filed in the real property records of the county in which the property is located. Documentation of the submittal to the County shall be provided to the City.
- \_\_\_ 11. If spoils sites are proposed to remain after subdivision acceptance, include the following notes and confirm that the proposed location meets this criterion. Fill material originating from the land that is the subject of a subdivision application may be temporarily stored on said land provided that the developer complies at all times with the following requirements:
  - (a) The fill material shall be stored at the location shown on the approved construction plans.
  - (b) The fill material shall consist of earthen material originating from the subdivision only, shall remain free from debris, and shall be suitable for use as fill material on the future phases of the subdivision. The fill material may not include any material from outside of the subdivision.
  - (c) Storage of the fill material shall comply with the Storm Water Pollution Prevention Plan including revegetation of disturbed areas and other sedimentation and erosion controls adopted by the Texas Commission on Environmental Quality.

## **EROSION AND SEDIMENTATION CONTROLS (CONTINUED)**

- (d) The fill material will be placed and stored in such manner so that it is stable, with the side slopes no steeper than a 3:1 (h:v) slope.
- (e) The fill material will be located so as not to disturb any wetland areas that may exist in the subdivision, and will be placed in a manner and location so as not to adversely affect the natural course of drainage across the land or impede drainage from neighboring properties.
- (f) Fiscal surety that complies with Section 28 of this Ordinance in an amount equal to 110% of the cost of removal of the fill material will be filed with the City prior to the acceptance of the subdivision that generates the fill material. The fiscal surety will be based on an estimate prepared by the engineer for the subdivision and approved by the City Engineer.
- (g) The height of the fill material shall not exceed ten (10') feet. (h) The location of the fill material must comply with the following setback requirements:
  - (1) 400' setback from major roadways as identified on the Roadway Plan;
  - (2) 100' setback from all other roadways platted at the time of the fill material pile approval; and
  - (3) 100' setback from residential structures.
  - (4) The setback requirements may be reduced by twenty-five (25%) percent if screening of the fill material is provided. Screening includes a six (6') foot privacy fence constructed of cedar with steel posts sunk in concrete. The smooth side of the fence shall face away from the fill material.
- (i) Permission to store fill material in the subdivision will expire and terminate in the event that a preliminary plat, construction plans, or a final plat for any portion of the land expires, or at such time that the improvements for the last phase of the subdivision are accepted.

## **STREET AND ROADWAY SYSTEMS**

- \_\_\_ 1. The horizontal layouts and alignments showing geometric data and other pertinent design details. The horizontal layout shall also show the direction of storm water flow and the location of manholes, inlets and special structures.
- \_\_\_ 2. Vertical layouts and alignments showing existing and proposed center line, right and left right-of-way line elevations along each proposed roadway.
- \_\_\_ 3. Typical right-of-way cross sections showing pertinent design details and elevations as prescribed in the City Standard Details and Specifications.
- \_\_\_ 4. Typical paving sections showing right-of-way width, lane widths, median widths, shoulder widths, and pavement recommendations.
- \_\_\_ 5. Attendant documents containing any additional information required to evaluate the proposed roadway improvements, including geotechnical information and traffic impact studies.
- \_\_\_ 6. Show any transportation improvements required by a TIA on the property.

## **DRAINAGE IMPROVEMENTS**

- \_\_\_ 1. Detailed design of all drainage facilities as indicated in the Preliminary Plat phase, including typical channel or paving section, storm sewers and other storm water control facilities.
- \_\_\_ 2. Adequate access is provided for maintenance of and repair to drainage facilities.
- \_\_\_ 3. Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown.
- \_\_\_ 4. Existing and proposed topographic conditions indicating one (1) foot contour intervals for slopes less than 5%, two (2) foot contour intervals for slopes between 5% and 10%, and five (5) foot contour intervals for slopes exceeding 10%, and referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.
- \_\_\_ 5. Attendant documents containing design computations in accordance with the Subdivision Ordinance for the City of Aurora, and any additional information required to evaluate the proposed drainage improvements
- \_\_\_ 6. A copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.
- \_\_\_ 7. Non-Residential and Multi-Family Drainage and Detention Facilities:
  - Non-residential and multi-family drainage facilities include all detention ponds, water quality ponds, pond outlet structures, berms, improved channels or other improvements associated with the drainage improvements. Roadside swales, storm sewer outfalls unless visible from a ROW, inlets, and areas of concrete that are no more than one hundred (100) square feet in size are not included.
  - Non-residential and multi-family drainage facilities are not allowed within ten feet (10') of street ROW except those which are necessary to convey drainage in the shortest possible route to or from street ROW.
  - Non-residential and multi-family drainage facilities located within the front setback shall not exceed 25% of the area of the front setback.
  - Any fencing around non-residential and multi-family detention ponds shall be constructed of wrought iron or decorative tubular metal or other similar product.
  - Structural stabilization including vertical walls and riprap for non-residential and multi-family drainage facilities shall be limited to not more than thirty (30%) percent of the perimeter of the pond excluding outlet structures. The remainder of the perimeter shall be earthen embankment no steeper than 3:1 slope. All exposed concrete that is visible is required to be made of stone or clad in stone including but not limited to ledgerstone, fieldstone, cast stone, or other decorative materials such as stamped and tinted concrete that resembles stone or brick as approved by the Director of Planning. All other exposed concrete is required to be made of stone or clad in stone as listed above or textured and tinted in earthen colors. In the event that the drainage facility is below grade, structural stabilization is permitted for the full perimeter and screening requirements listed in Article VI, Section 1 (d) of this Ordinance shall apply.

\_\_\_ 8. Residential Drainage and Detention Facilities:

- Residential drainage facilities include all detention ponds, water quality ponds, pond outlet structures, berms, improved channels or other improvements associated with the drainage improvements. Roadside swales, storm sewer outfalls unless visible from a ROW, inlets, and areas of concrete that are no more than one hundred (100) square feet in size are not included.
- Residential drainage facilities shall utilize earthen berms and be designed with a curvi-linear shape. Any structural stabilization with slopes steeper than 3:1 shall be limited to the use of native stone (except for outlet structures which can be concrete) and shall be limited to not more than thirty (30%) percent of the perimeter of the pond. Such ponds shall be seamlessly integrated with the landscaping. All exposed concrete that is visible is required to be made of stone or clad in stone including but not limited to ledgerstone, fieldstone, cast stone, or other decorative materials such as stamped and tinted concrete that resembles stone or brick as approved by the Director of Planning. All other exposed concrete is required to be made of stone or clad in stone as listed above or textured and tinted in earthen colors.
- Any fencing around residential detention ponds shall be constructed of wrought iron or decorative tubular metal or other similar product.

**WATER DISTRIBUTION SYSTEMS**

- \_\_\_ 1. The layout, size, and specific location of the existing and proposed water mains, pump stations, storage tanks, and other related structures sufficient to serve the proposed land uses and development as identified in the Preliminary Plat phase and in accordance with the City Standards and Details and Specifications.
- \_\_\_ 2. Provide an overall layout of the water distribution system.
- \_\_\_ 3. The existing and proposed location of fire hydrants, valves, meters and other fittings.
- \_\_\_ 4. Design details showing the connection with the existing City water system.
- \_\_\_ 5. The specific location and size of all water service connections for each individual lot.
- \_\_\_ 6. Attendant documents containing any additional information required to evaluate the proposed water distribution system.
- \_\_\_ 7. Label the static pressure for the highest and lowest lot in the subdivisions. The highest lot should be based on mid tank condition and the lowest lot should be based on full tank condition.

**WASTEWATER COLLECTION SYSTEMS**

- \_\_\_ 1. The layout, size and specific location of the existing and proposed wastewater lines, manholes, lift stations, and other related structures sufficient to serve the land uses and development as identified in the Preliminary Plat phase, in accordance with all current City standards, specifications, and criteria for constructions of wastewater systems.
- \_\_\_ 2. Provide an overall layout of the wastewater distribution system.

**WASTEWATER COLLECTION SYSTEMS (Continued)**

- \_\_\_ 3. Plan and profile drawings for each line in public right-of-way or public utility easements, showing existing ground level elevation at center line of pipe, pipe size and flow line elevation at all bends, drops, turns, and station numbers at fifty (50) foot intervals.
- \_\_\_ 4. Design details for manholes and special structures. Flow line elevations shall be shown at every point where the line enters or leaves the manholes.
- \_\_\_ 5. Detailed design for lift stations, package plants or other special wastewater structures.
- \_\_\_ 6. Attendant documents containing any additional information required to evaluate the proposed wastewater system and complete an application for State Health Department approval.

**TRAFFIC CONTROL, STREET LIGHTS & SIGNS**

- \_\_\_ 1. The location, size, type and description of streetlights according to City Standard Details and Specifications.
- \_\_\_ 2. The electrical design signed and sealed by an engineer for the LED street light system on a metered circuit.
- \_\_\_ 3. The location, size, type and description of street signs according to City Standard Details and Specifications
- \_\_\_ 4. Show pavement markings and location of stop bars and other markings (if applicable) as required in the latest version of the Texas Manual Uniform Traffic Control Devices.
- \_\_\_ 5. Provide street sign detail.
- \_\_\_ 6. The location, size (where applicable) and type of speed limit signs and permanent traffic barricades according to City Standard Details and Specifications

**ROAD & SIDEWALK CLOSURE PLAN**

- \_\_\_ 1. Provide a road closure plan if a road closure is necessary during construction.
- \_\_\_ 2. If an existing sidewalk is required to be closed during construction, provide an alternative plan.
- \_\_\_ 3. Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted.
- \_\_\_ 4. If the project impacts existing school zones, they include any necessary signage and/or striping.

**SIDEWALKS**

- \_\_\_ 1. The location, size and type of sidewalks and pedestrian ramps according to City Standard Details and Specifications.
- \_\_\_ 2. Those sidewalks not abutting a residential, commercial or industrial lots (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes are shown on the plans to be installed with the subdivision improvements.
- \_\_\_ 3. Provide a sidewalk plan labeling the sidewalks to be built by the homebuilder and sidewalks to be built by the subdivision developer.
- \_\_\_ 4. Provide a note on the plans stating: For single-family residential subdivisions that are not registered with TDLR, provide documentation from a Registered Accessibility Specialist (RAS) that the pedestrian infrastructure within the public right-of-way complies with the Texas Accessibility Standards.

**PARK LAND, IMPROVEMENTS & OTHER PUBLIC OR COMMON AREAS**

- \_\_\_ 1. Proof of Home Owners' Association (HOA) establishment (One copy of the homeowner's association creation documents including responsibilities for park and/or landscaped entrance maintenance is provided if such facilities are provided.)
- \_\_\_ 2. Proof of Ownership, Dedication, Perpetual Use & Maintenance (Provide a recorded deed, agreement, conveyance and/or restrictions demonstrating that the private park land and facilities are restricted to park and recreational purposes by a recorded covenant that runs with the land in favor of the future owners of property that cannot be defeated or eliminated without the consent of the City Council. The recorded deed, agreement, conveyance and/or restrictions should adequately provide for private ownership and perpetual maintenance.)
- \_\_\_ 3. Park Concept Plan (Provide one copy of Plan with submission on the disk/thumb drive)
- \_\_\_ 4. Fiscal Guarantee of Completion (Provide a fiscal note covering the cost of constructing all park improvements shown on the approved Park Concept Plan. If phasing is planned the fiscal note should cover all improvements and phases.)
- \_\_\_ 5. Show all facilities included on the approved Park Concept Plan and label improvement phases, if applicable.

**LANDSCAPE PLAN – TREES, SCREENING, & LANDSCAPING**

- \_\_\_ 1. The location, size and description of all Significant Trees (to remain or to be removed), and Replacement Trees to meet the requirements of the City of Aurora Ordinances. Replacement trees must be of a type and species listed on the Preferred Plant List associated with the Zoning and Tree Ordinances.

## LANDSCAPE PLAN – TREES, SCREENING, & LANDSCAPING (Continued)

- \_\_\_ 2. The location, size and description of all landscaping and screening materials as required by the City of Aurora Composite Zoning Ordinance and must be of a type and species listed on the Preferred Plant List.
- \_\_\_ 3. For single family or duplex lots that side up or back up to a major arterial roadway, a masonry wall at least six feet tall in conformance with the Aurora Composite Zoning Ordinance is shown on the plans for construction with the subdivision improvements.
- \_\_\_ 4. Include the following notes on the Landscape Plan:
  - Mechanical equipment shall be screened from view of at least sixty (60%) percent of any street or public right-of-way.***
  - Tree caliper is the trunk diameter of a tree at four (4') feet above natural grade per the Zoning Ordinance.***
  - A minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings.***
  - All new landscapes (non-residential and residential) are required to have a minimum of six inches (6") of soil depth in areas planted with turfgrass. This six-inch (6") minimum soil depth will consist of 75 percent soil blended with 25 percent compost. The soil/compost blend shall be incorporated into the top two inches of the native soil. The six-inch (6") depth requirement does not apply to the area between the drip line and trunk of existing trees, shrub beds or wildscape areas. Areas with existing native vegetation that remain undisturbed shall be exempt from the soil depth provision; provided that native soil and vegetation in such area is fenced during construction and protected from disturbance and compaction during the construction process.***
- \_\_\_ 5. Provide the location and species of all required street trees on every street in accordance with all current City standards, specifications and criteria for the installation of street trees.
- \_\_\_ 6. Provide a root barrier detail for all street trees.
- \_\_\_ 7. Include the wall detail and elevation for any required screening walls.
- \_\_\_ 8. Provide screening for detention or water quality ponds.
- \_\_\_ 9. Provide an approved License Agreement associated with any landscaping or signage located in the public right-of-way.

## DESIGN CRITERIA

- \_\_\_ 1. Final design criteria, reports, calculations and all other related computations, if not previously submitted with the Preliminary Plat.

**COST ESTIMATES**

- \_\_\_ 1. A cost estimate of each required improvement, prepared, signed and sealed by a professional engineer licensed to practice in the State of Texas.
- \_\_\_ 2. Verification and adjustment of the construction cost is required prior to City acceptance. A final engineer’s signed and sealed certified copy of the final cost of all improvements dedicated to the City or equivalent private infrastructure is required in the close out package as part of the final acceptance.

**FINAL SUBMITTAL MEETING**

To expedite the review process, staff has implemented a Final Submittal Approval Process. This process replaces the regular review cycle and submittal cycle. Instead of providing a formal submittal, a meeting with the applicant and staff will be held. Projects are eligible for final submittal meetings when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible. This meeting will require the applicant to bring:

- One final set of unbound plans
- A comment response letter indicating how the staff comments were addressed.

**APPROVALS**

- After all comments have been addressed, the applicant will be required to submit one unbound final set of construction plans for signatures.
- After the plans have been signed, they will be stamped and returned to the applicant.
- The applicant will be responsible for making five collated and stapled final copies of the signed plans and a scanned copy of the plans.
- Plans must be scanned at 300 dpi, uncompressed format TIF to the original approved scale. The digital copy of the plans needs to be submitted to the Planning Department on a disk.
- Submit a Storm Water Pollution Prevention Plan to the Stormwater Inspector for review.
- Upon receipt of the final copies of the plans and the approved SWPPP, a pre-construction meeting will be scheduled.
- Construction may not start until after the pre-construction meeting and the Construction Plan Permit is issued.

**DO NOT WRITE BELOW – STAFF USE ONLY**

Accepted for processing by: \_\_\_\_\_

Date: \_\_\_\_\_