



July 21, 2009

To: Engineers:

Subject: Guidance Letter No. 2: Infrastructure Development Process (IDP), Plan Submittals

1. The primary purpose of this letter is to provide additional details regarding the drawing submittal guidance in the IDP Manual for Infrastructure Development Projects. The additional information is included for your use with your staff and customers.
2. The attached guidance sheet discusses the processes, fees, and what is expected to be shown on the drawings for IDPs. This information will also be placed on our website, www.cityoftulsa.org, so that it is readily available for your review as needed. This guidance is effective immediately.

Respectively,

Harold C. Tohlen, Jr., P.E., CFM
Infrastructure Development Manager
918-596-7344

3 attachments

Guide for Submittal of Infrastructure Development Process Plans to the City of Tulsa.

What is an IDP project?

The Infrastructure Development Process (IDP) includes the construction, reconstruction, replacement, or alteration of any street, alley, curb, gutter, ditch, drainage way, channel, detention facility, storm sewer, or other similar private or public works thereto. This includes sedimentation and erosion control measures, sanitary sewers and water mains. The structures are located upon land owned in fee simple by the City of Tulsa or upon easements or Rights-of-Way owned or to be owned by or controlled by the City of Tulsa. The structures that result from this process are called IDP projects. The process includes all of the steps required by the City of Tulsa for a developer to construct structures that may be accepted by or regulated by the City for operation or maintenance.

Who can prepare the plans?

The plans must be designed by an engineer that is a Licensed Professional Engineer in the State of Oklahoma and has an annual contract with the City of Tulsa. The Engineer must prepare plans in accordance with City Standards, Codes, and Ordinances. The plans should include all water and sanitary sewer mains, storm drains and detention facilities, streets, sidewalks, driveways, walls (require separate permit), easements, and all details required for approval of the project.

What additional reports may be required?

If there are significant drainage issues, a Drainage and Detention Report must be prepared and submitted with the plans. The Oklahoma Department of Environmental Quality (ODEQ) also requires an Engineering Report Form to be completed for projects consisting of sanitary sewer and water mains. If the construction disturbs more than an acre of ground, five copies of a Stormwater Pollution Prevention Plan (SP3) must be submitted. These reports will be reviewed concurrently with the plans.

How do I submit plans?

The first submittal should include the Application for an IDP Plan Submittal, two hard copy sets of plans, CD in PDF format, the submittal fee of \$650 plus \$250 per sheet, IDP plans review checklist, and any supporting reports, such as ODEQ Engineering Report form and SP3's. The engineer should submit two hard paper copies of the plans (22" X 34" drawing sheets) at the front desk of the Permits Center. The first submittal and the accompanying fees include allowance for three reviews. If a fourth review is required, there is an additional \$100 fee per reviewed sheet. If a fifth review is required, the project is rejected and must be submitted as a new project upon correcting the deficiencies.

What drawing standards are required?

The drawings are used to update our atlas sheets and filed with other infrastructure drawings developed by the City as well as for construction. Drawing size shall be 22" X 34" which is the City standard. Fonts and drawings on each shall be large enough so that the information can be easily read when printed half size. Drawings will be numbered sequentially as shown on attachment 1. The cover sheet should contain

the minimum information shown on attachment 2. The description of what is included in the IDP should be easily identified. On each drawing, the public infrastructure that is part of the IDP should be marked as public.

What should be included in a plan set?

The plan set must include a cover page, which is particularly important for the efficient review of your project. Please follow the attached example cover sheet. Each sheet of the plan set should be numbered according to the attached numbering system. The project number will be assigned after your first submittal, so the first four numbers on the drawings in the first submittal will be left blank. The drawing number consists of two letters representing the drawings content, i.e. "SW" stands for "Stormwater", etc. followed by the sequential number of the drawing in the set.

How do I receive and respond to comments from the City?

If deficiencies are noted during the review, an e-mail with the PDF showing deficiencies will be issued. The engineer is responsible for correcting the deficiencies and responding to the comments. The engineer will receive an e-mail from the City which will include the PDF file of the project with comments noted on the drawings. You should review the comments and make changes to your drawings as appropriate. Response to comments should be returned by letter with a listing of responses by reviewer, sheet number, and comment. You must respond to each comment in writing describing the change to the drawing. For example, if the comment says change a "5" to a "3", your response can simply be "done on detail "X". If the comment says "provide detention", then your response should discuss the changes made to the drawings, and that a detention report is included. Once the deficiencies have been corrected, a 2nd submittal should be submitted to the front desk, which should include the Revision Application, Letter in response to comments, two hard copies of the plans and an electronic version of the plans.

How do I submit revisions to the original plan set?

Revisions to plan sheets that are intended to be used as construction drawings should clearly indicate the changes using clouded areas or other clearly identifiable means of showing the areas and details that were changed during the review process.

How long will it take?

The goal is to review your plans in seven calendar days. Second and third reviews should also be completed with a seven calendar day goal.

If I have more questions, who should I call?

If you have any questions regarding this process, feel free to call:

Harold C. Tohlen, Jr, P. E., CFM
Infrastructure Development Manager
918-596-7344

IDP DRAWING NUMBERING SYSTEM

DESCRIPTION	PROJECT #	DRAWING #
COVER SHEET/SITE PLAN	IDP 1234	GE01
GRADING & EROSION CONTROL	IDP 1234	GE02
DETAIL GRADING PLAN	IDP 1234	GE03
DRAINAGE AREA MAP	IDP 1234	SW04
STORMWATER PLANS	IDP 1234	SW05 GE01
STORM SEWER PLAN	IDP 1234	SW06
STORM SEWER PROFILES	IDP 1234	SW07
STORMWATER DETAILS	IDP 1234	SW08
PAVING PLAN	IDP 1234	PV09
JOINT LAYOUT PLAN	IDP 1234	JL10
UTILITY SITE PLAN	IDP 1234	UT11
SANITARY SEWER PLAN	IDP 1234	SS12
SANITARY SEWER PROFILE	IDP 1234	SS13
SANITARY SEWER DETAILS	IDP 1234	SS14
WATER MAIN PLAN	IDP 1234	WM15
WATER MAIN PROFILE	IDP 1234	WM16
WATER MAIN DETAILS	IDP 1234	WM17
OTHER DRAWINGS AS NEEDED	IDP 1234	??18

NAME OF PROJECT
LOCATION (address, legal, subdivision)
PROJECT NUMBER

**STANDARD
LOCATION
MAP**

DETAILED SITE PLAN SHOWING.....

Clearly show what is to be included in this project.
Half tone all existing features, topography buildings, etc
Show all features of proposed project including easements, rights-of-way, utilities, basic dimensions, street designations, property bearings, north arrow, notation of adjoining subdivisions, plats, etc,

- Sheet Index
1. Cover Sheet
 2. Grading & Erosion Control
 3. Detail Grading Plan
 4. Drainage Area Map
 5. Storm Sewer Plan
 6. Storm Sewer Profiles
 7. Details
 8. Paving Plan
 9. Joint Layout Plan
 10. Utility Site Plan
 11. Sanitary Sewer Plan
 12. Sanitary Sewer Profile
 13. Sanitary Sewer Details
 14. Water Main Plan
 15. Water Main Profile
 16. Others as needed

OWNER

Name _____
Address _____
Phone No. _____

General Notes

1. _____
2. _____
3. _____
4. _____
5. _____
Etc.

Engineer

Name _____
Address _____
Phone No: _____



City of Tulsa Standards

STD 304 _____
STD 306 _____
STD 314 _____
ETC



USE A COMMON ENGINEER'S SCALE

TABLE OF IMPERVIOUS AREA

EXISTING (PRE-CONST.) _____ S.F.
PROPOSED(POST-CONST) _____ S.F.
NET INCREASE/DECREASE _____ S.F.

THIS IDP CONSISTS OF :

- *GRADING AND EROSION CONTROL
- *SANITARY SEWER
- *DRAINAGE AREA MAP
- *STORM SEWER
- *PUBLIC R/W PAVING AT ENTRY
- *WATERLINE LOWERING
- *ETC

CALL OKIE
SYMBOL & NO.

TITLE BLOCK

Use your own title block, but please include the following:
Include Name and number of project, Sheet number, name of engineering firm and logo, other information as desired by the engineer.