

# APPLICATION FOR INFRASTRUCTURE DEVELOPMENT PROCESS (IDP) FORMAL ACCEPTANCE



The following instructions are to help you complete the required forms.

The attached Application for Infrastructure Development Process Formal Acceptance **must be completed and submitted along with a completed Certification of No Liens affidavit**. The information below provides additional information to correctly complete the forms. Each section is labeled and referenced by an alphanumeric character (a, b, c, etc..) to guide you to specific information you need:

- a) **IDP Name:** This is the name of the Infrastructure Development Project. The name in this field must match the project name shown on the Developer's Contract for this project.
- b) **IDP Number:** This is the number assigned to this Infrastructure Development Project. The IDP number in this field must match the IDP number shown on the Developer's Contract for this project.
- c) **IDP Location:** This is the full legal address of the Infrastructure Development Project. The address in this field must match the project address shown on the Developer's Contract for this project. Format must be street address, city, state, and zip code.
- d) **Subdivision:** This field is related to proposed subdivisions only. Please list the name of the proposed subdivision here.
- e) **Developer:** These fields relate to the party that executed the Developer's Contract to begin the Infrastructure Development Process. The developer's contact information in these fields must match the developer's contact information shown on the Developer's Contract for this project. The point of contact may be different if the original applicant is no longer representing the developer. Contact the City Clerk's Office ([CityClerk@cityoftulsa.org](mailto:CityClerk@cityoftulsa.org)) to request your vendor (account) number if it is not known.
  - a. **Plat Number and Date Recorded:** This information relates to final plats for new subdivisions. Include the number of the plat and when it was recorded.
- f) **Type of Work:** Select a box for each Major Construction Permit pulled by your contractor and enter the corresponding valuation (labor and materials expended to complete construction). **Do not include the valuations of any work constructed under a Trades Permit like water and/or sewer tap permits.** The bottom field is designed to calculate the total value of improvements for you if the form is completed digitally. Otherwise total the value of all improvements.

**Be advised applications missing any of the above documents or information will be rejected.**

## DEVELOPMENT SERVICES

175 E. 2nd St., Ste.450, Tulsa, OK 74103 | (918) 596-2514 | [IDPcoordinator@cityoftulsa.org](mailto:IDPcoordinator@cityoftulsa.org)

# APPLICATION FOR INFRASTRUCTURE DEVELOPMENT PROCESS (IDP) FORMAL ACCEPTANCE



Please print or type. **Incomplete applications will be rejected.**

IDP Name: \_\_\_\_\_ IDP/Permit Number: \_\_\_\_\_

IDP Location: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Developer: \_\_\_\_\_ Account Number: \_\_\_\_\_

Developer's Construction Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Plat Number: \_\_\_\_\_ Date Recorded: \_\_\_\_\_

## Type of Work:

Water System: ☐ Water Main Extension ☐ Revision ☐ Taps

Sewer System: ☐ New ☐ Revision ☐ Taps

Stormwater System: ☐ Detention ☐ Revision ☐ Pipes/Channels

Traffic and Transportation: ☐ Streets ☐ Sidewalks/Driveways ☐ Traffic Signalization

☐ Other: \_\_\_\_\_

## Cost per Work Type:

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Total Cost:** \$ \_\_\_\_\_

The undersigned certifies that the infrastructure described above has been inspected and approved by the City of Tulsa; the record drawings have been submitted; and a Statement has been filed with the City certifying that there are no liens against the property wherein the infrastructure is located. Having satisfied the requirements of Title 35 TRO Section 202 (A)(5), the undersigned requests the City's execution and recordation of its Formal Acceptance.

\_\_\_\_\_  
Authorized Signature:

\_\_\_\_\_  
Print:

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

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary:

\_\_\_\_\_  
Name of Notary (typewritten or printed):

\_\_\_\_\_  
Commission Expires:

## DEVELOPMENT SERVICES

175 E. 2nd St., Ste.450, Tulsa, OK 74103 | (918) 596-2514 | IDPcoordinator@cityoftulsa.org

# CERTIFICATION OF NO LIENS



I, the undersigned Developer (or authorized officer, agent or employee thereof) under contract with the City of Tulsa relating to the following-listed Infrastructure Development Process ("IDP") Project:

IDP Project Name: \_\_\_\_\_ IDP Project Number: \_\_\_\_\_

IDP Project Address: \_\_\_\_\_

hereby certify that there are no mechanic's or materialmen's liens recorded against the real property where the infrastructure is located, nor are there any such liens recorded against the infrastructure installed and which will be transferred to the City of Tulsa pursuant to the formal acceptance process set forth in Title 35, Tulsa Revised Ordinances. The undersigned also certifies that they are not aware of any threatened or pending claims of any type related to the infrastructure installed pursuant to the permits issued in connection with the IDP Project referenced above.

Developer: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Title : \_\_\_\_\_ Date: \_\_\_\_\_

## ACKNOWLEDGMENT

STATE OF OKLAHOMA, COUNTY OF \_\_\_\_\_, ss:

The above and foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,

by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

## DEVELOPMENT SERVICES

175 E. 2nd St., Ste.450, Tulsa, OK 74103 | (918) 596-2514 | IDPcoordinator@cityoftulsa.org

# INFRASTRUCTURE DEVELOPMENT PROCESS (IDP) FORMAL ACCEPTANCE CHECKLIST



- ☐ Pass final inspection
- ☐ Deliver Record Drawings/Mylars to Engineering Services
- ☐ All applicable fees have been paid
- ☐ Easements and Plat (if required) have been filed
- ☐ Formal Acceptance Application and Lien Statement attached
- ☐ Shape files submitted (if required)

## Important Information:

- This checklist was provided to guide you and your Engineer in providing the required documents and completing the necessary steps to close your project.
- Your Engineer is your primary point of contact for everything related to the Infrastructure Development Process. They are certified to guide you through the Infrastructure Development Process from the beginning through Formal Acceptance.
- The fees will be deducted from your project's escrow account after construction passes final inspection and Project Record Drawings/Mylars are delivered to Engineering Services.
- Your project is ineligible for Formal Acceptance by the City of Tulsa until all criteria above are met. All documents will be checked for the following:
  - Consistency in IDP Number, IDP Name, Location, and Developer across all documents in this packet.
  - The acknowledgment must be completed by the Developer or their agent and not the Notary.
  - Please be on top of getting your Easements (if applicable) filed with the City Clerk. Your project will NOT be eligible for Formal Acceptance until they are filed.

## DEVELOPMENT SERVICES

175 E. 2nd St., Ste.450, Tulsa, OK 74103 | (918) 596-2514 | [IDPcoordinator@cityoftulsa.org](mailto:IDPcoordinator@cityoftulsa.org)