

# City of Tulsa – Infrastructure Development Process

## **I. Pre development**

- a. Submit site plan and application one week in advance of conference to IDP Coordinator
- b. Schedule conference with Julie Miller – conferences usually held on Monday afternoon
- c. \$350 fee
- d. If project moves forward into plans review, the fee is credited toward the plan review fees.
- e. Applicant submits minutes of meeting to Julie Miller for approval

## **II. Initial submittal of project**

- a. Plans must be submitted by an engineer with a current Annual Engineer's Contract for IDP's (see XIV below). Plans must be sealed and signed by engineer.
- b. Requirements for initial submittal
  - i. Application to submit IDP Plans
  - ii. IDP Checklist
  - iii. Plans (2 hard copies & 1 PDF)
  - iv. SP3 if area to be developed is over 1 acre (minimum 3 hard copies & 1 electronic)
  - v. Detention report if necessary (1 hard copy and 1 electronic)
  - vi. Engineers Report Form (ODEQ) for Water & Sewer
  - vii. List of quantities (pipes, values, etc)
  - viii. Plan review fee (includes three reviews):
    1. \$650 base admin fee
    2. \$250 per sheet of reviewed plans
    3. less \$350 if a pre development conference was held
- c. Issue 1<sup>st</sup> LOD (Letter of Deficiency)
  - i. Sent electronically to engineer
  - ii. Escrow Estimate for inspections and testing are also sent at this time
  - iii. Re-submittal required to take place within one year

## **III. Subsequent submittals of revised plans (revisions 1&2) require**

- a. Application to submit revised plans
- b. Response letter to LOD
- c. Revised plans (2 hard copies, 1 electronic)
- d. Additional reports as requested
  - i. Engineering reports (water, sewer, stormwater)
  - ii. SP3 if not already submitted
  - iii. Detention report if not already submitted
- e. Additional items as requested/required
  - i. Plats (see TMAPC Subdivision Regulations for plat process in detail)

- ii. Easements (See Chapter 900 in the IDP Process Manual for easement process in detail)

**IV. 4<sup>th</sup> Submittal (if required following 3<sup>rd</sup> LOD)**

- a. Requires a meeting with Plan Review staff with owner & engineer
- b. The revised submittal is \$100 per revised sheet and maintains the same requirements as revised submittals 1-3

**V. 5<sup>th</sup> Submittal (if required following 4<sup>th</sup> LOD)**

- a. Requires Engineer to submit project as a new submittal
  - i. Process starts over
  - ii. New IDP number issued
  - iii. Fees
    - 1. \$650 base admin fee
    - 2. \$250 per sheet of reviewed plans

**VI. Plan Review Approval**

- a. In order for a project to complete the plan review process
  - i. All reviews must be passed or waived
  - ii. All reports required must be submitted
  - iii. Plats and/or easements as required must be completed
  - iv. Escrow Estimate must be paid
  - v. Developer's Contract must be submitted and approved
- b. When all requirements are satisfied
  - i. Development Services contacts the engineer to submit a clean set of drawings to be stamped and signed by the Infrastructure Development Manager
  - ii. Engineer picks up stamped & signed plans, and provides back to Development Services, the approved plans for the following use (Development Services distributes these copies internally)
    - 1. 1 (one) electronic copy for all projects (PDF and CAD georeferenced type file)
    - 2. 2 (two) full size hard copies for Stormwater and/or Traffic & Transportation projects
    - 3. 12 (twelve) hard copies for Water and/or Sewer projects, as follows:
      - a. 10 (ten) half-size copies
      - b. 2 (two) full size copies

**VII. Notes regarding the plan review process**

- a. Items that will hold up final approval and permitting
  - i. Developers Contract. Submit the contract as soon as possible  
There is no cost, but document must have an original signature and be signed by correct individual
    - 1. If it is an LLC, the signature must be a Manager or Managing Member

2. If it is a corporation, the signature must be a President or Vice President
- ii. Escrow Estimate
  1. Provided to engineer with the first LOD. The Estimate must be paid before plans will be released
- iii. Plats and Easements need to be completed

#### **VIII. Major Construction R/W Permit**

- a. The Contractor can now apply for the Major Construction ROW Permit if the contractor has a current Annual IDP Contractor's Contract (See item XV below). To apply for the permit, contractor must submit
  - i. Application for IDP Major Construction Permit
  - ii. Two year Maintenance Bond for value of the work

#### **IX. Pre-work Conference**

- a. Once a contractor has applied for and received a permit, Ron Baker (918-596-9615) with Public Works, will set up the pre-work conference.
  - i. Ron will contact the contractor to schedule the meeting
  - ii. The Permit and Approved IDP Plans are sent to Ron Baker and other PW employees in Water, Sewer, Traffic & Transportation and/or Stormwater.

#### **X. Construction**

- a. Public Works (Field Engineering) will do inspections and testing for the duration of the infrastructure construction.
  - i. Once work is completed and inspections are done, PW notifies Development Services by memo detailing work accomplished and number of days of inspections & testing.
  - ii. The IDP Coordinator pays the fees for inspections and testing based on the memo sent from PW.
  - iii. If construction and inspections/testing took longer than was estimated in the Plans Review phase, the Developer will be billed.
  - iv. Likewise, if construction and inspections/testing finished more quickly than was estimated, the Developer will receive a refund.

#### **XI. Substantial Completion**

- a. Substantial Completion Certificate issued for each portion of construction after Record Drawings in CAD format are submitted.

#### **XII. Maintenance Period**

- a. Begins at Substantial Completion and is in force for two years
- b. Maintenance Bond provided by contractor

**XIII. Formal Acceptance**

- a. Certificate issued upon completion of:
  - i. Formal Acceptance Application
  - ii. All features of project inspected and approved
  - iii. All Record Drawings received
  - iv. “No Lien” statement on file

**XIV. Project Completion**

- a. Project is complete following the latest two-year maintenance period.

**XIV. Annual Contract (Required to do IDP work)**

- a. Engineers
  - i. \$250 fee
  - ii. Contract application
  - iii. Contract
  - iv. Professional Liability insurance Certificate
- b. Contractors
  - i. \$250 fee
  - ii. Contract application
  - iii. Contract
  - iv. Bond
  - v. Insurance
    - a. General liability
    - b. Worker’s comp
    - c. Owner’s protection, OCP