

City of Tulsa – Infrastructure Development Process

I. Pre-development

- a. Schedule a **predevelopment** conference with the Development Services IDP Coordinator, 918-596-2514. There is a \$350 fee to hold a **predevelopment** meeting. Upon submittal of the first set of plans, fees will be credited toward the **plan review fee**.
- b. Submit site plan and application 10 days in advance of the **scheduled predevelopment meeting** to IDP Coordinator, 918-596-2514.
- c. Applicant submits minutes of **predevelopment** meeting to IDP Coordinator for record.

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 (Copies: 1 hard, 1 PDF)
 - ii. IDP Checklist (Copies: 1 hard, 1 PDF)
 - iii. Plans (Copies: 2 hard, 1 PDF)
 - iv. Stormwater Pollution Prevention Plan (SP3) if area to be developed is over 1 acre (Copies: 2 hard, 1 PDF)
 - v. Drainage/ Detention/ Flood plain report if necessary (Copies: 2 hard, 1 PDF)
 - vi. Engineers Report Form (ODEQ) for Water & Sewer (Copies: 1 hard, 1 PDF)
 - vii. Plan review fee (includes three reviews):
 1. \$650 administrative fee (less \$350 if a pre-development conference was held)
 2. \$250 per sheet of reviewed plans
 - viii. Minutes from predevelopment meeting if held
 - ix. Developers Contract and Application (see 502.3)
- c. Online submittals see XV below.

III. First Review of Project

- a. Approved
 - i. Escrow Estimate for inspections and testing is provided and must be paid before issuing IDP Permit
 - ii. Go to item V., to continue process
- b. Not Approved
 - i. First LOD (Letter of Deficiency) sent electronically to Engineer
 - ii. Re-submittal of revised documents required. Must take place within one year of the date application was filed

IV. All Subsequent Submittals of Revised Plans

- a. Application to submit revised plans (Copies: 1 hard, 1 PDF)
- b. Letter responding to each LOD comment (Copies: 1 hard, 1 PDF)
- c. Revised plans (Copies: 2 hard, 1 PDF)
- d. Additional reports and response to LOD as necessary
 - i. Revised Engineering reports (water, sewer) (Copies: 1 hard, 1 PDF)
 - ii. Revised SP3, (Copies: 2 hard, 1 PDF)
 - iii. Revised drainage/ Detention/ Flood plain report, (Copies: 2 hard, 1 PDF)
- e. Additional items as requested/required
 - i. Plats (see TMAPC Subdivision Regulations for plat process in detail)
 - ii. Easements (See Chapter 800 in the IDP Manual for easement process in detail)

V. 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 required reports must be submitted and approved
 - iii. Preliminary plats and/or easements must be completed if required.
- b. When all requirements are satisfied,
 - i. Plans are signed by the Infrastructure Development Manager and sent to the Engineer
 - ii. Engineer submits approved, signed plan sets as listed below to Development Services for internal distribution.
 - 1. 3 (three) full size hard copies for Sewer projects
 - 2. 4 (four) full size hard copies for Water projects,
 - 3. 2 (two) full size hard copies for Stormwater projects
 - 4. 2 (two) full size hard copies for Traffic/Transportation projects
 - 5. 7 (seven) full size hard copies for projects with all utilities.
 - 6. All other combinations reference approved plans transmittal

VI. Items that delay the IDP permit

- a. Contractor. Selected Contractor must be IDP Approved.
- b. Developer's Contract. Submit the contract as soon as possible. There is no cost, but document must be signed by an individual with appropriate signing authority.
- c. Escrow Estimate must be paid before the IDP permit will be released.

VII. IDP Major Construction Permit

- a. The Contractor may apply for the IDP Major Construction Permit if the contractor has a current Annual IDP Contractor's Contract (See item XIV below).
- b. 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
 - iii. Paid Escrow Estimate.
 - iv. Developer's Contract must be approved

VIII. Post-Permitting, Pre-work Conference

- a. The IDP Permit and Approved IDP Plans are sent to IDP Inspections Manager and other Engineering Services staff in Water, Sewer, Traffic & Transportation and/or Stormwater by the IDP Coordinator.
- b. The IDP Inspections Manager (918-596-9859) with Field Engineering will schedule the pre-construction conference and release permit. (see 502.9)

IX. Construction Phase

- a. Field Engineering does the inspections and testing for the duration of the infrastructure construction.
- b. Field Engineering notifies Development Services by memo, detailing work accomplished and number of days of inspections and testing once work is completed and inspections are done.
- c. The IDP Coordinator pays the testing and inspection fees based on the memo sent from Field Engineering.
 - i. Developer will be billed if construction inspections/testing costs exceed what was estimated in the Plans Review phase.
 - ii. Developer will receive a refund if construction inspections/testing costs are less than what was estimated.

X. Substantial Completion Certificate is issued for each portion of construction after Record Drawings in both Mylar and CAD format are submitted.

XI. Maintenance Period

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

XII. Formal Acceptance Certificate is issued upon completion of the following:

- a. Formal Acceptance Application
- b. All features of project inspected and approved
- c. All Record drawings received
- d. No Lien statement on file
- e. Final plat filed

XIII. Project Completion – Project is complete following the last two-year maintenance period.

XIV. Annual Contract (Required to do IDP work)

- a. Engineers
 - i. \$250 Application fee
 - ii. Contract Application
 - iii. Signed Contract
 - iv. Professional Liability Insurance (must include 30 days' notice of cancellation)
- b. Contractors
 - i. \$250 Application fee
 - ii. Contract Application
 - iii. Signed Contract
 - iv. Annual Bond (Major Construction, Minor Construction)
 - v. Insurance Certificates
 - 1. Worker's Compensation Insurance
 - 2. General Liability Insurance
 - 3. Owner's Protection Liability Insurance (City must be named insured)
 - 4. 30 (thirty) days' Notice of Cancellation provided for ALL policies & City listed as additional insured with respects to the General Liability Policy

XV. Online Plan Submittal Instructions

- a. Accessing the Self-Service Portal
 - i. visit us online at www.Cityoftulsa.org
 - ii. Select Permitting from the Development/Business drop down
 - iii. From the Permitting page select Self Service Portal
 - iv. If you are an existing User Login. New users will need to create an account.
- b. IDP Plans Submittal
 - i. From the user dashboard select Apply; Permits; Infrastructure Development Process; Apply
 - ii. Locations
 - Add Project Location/Address (if the property is a new development without an address the applicant will need to contact City of Tulsa's Addressing Coordinator at 918-596-9616)
- c. Type
 - i. In the description box provide a brief description of the work being performed
 - ii. In the valuation provide the estimated costs of the project (valuation is required)
- d. Contacts -
 - i. An IDP Approved Engineer must be added as an additional contact. You may search the system or enter the contact manually)

- e. More Information
 - i. Was a Pre-development Meeting held? (if yes, \$350 will be applied, provide meeting minutes)
 - ii. SP3 Required? (if yes, submit 2 hard copies; upload 1 pdf)
 - iii. IDP Name (how you'd like to identify the project)
 - iv. Describe proposed Project
 - v. Number of Plan Sheets (used to calculate IDP submittal fees)
 - vi. Select Type of Work (all that applies)

- f. Files for Review
 - i. Select the file type from the drop-down menu
 - ii. Select "Add Files for Review" to browse or drag files to the portal
 - iii. Continue this process until all review documents have been uploaded
 - iv. Additional documents not available on the drop-down menu can be uploaded in supporting documents.

- g. Supporting Documents
 - i. Any document not specified in the drop-down menu of the "Files for Review" Should be uploaded here.

- h. Summary
 - i. Please review project details prior to submittal

- i. Should you have any questions please contact the IDP Coordinator at 918-596-2514.

XVI. Process Flow Chart –The following flow chart summarizes the relationship of activities required in the completion of an IDP.

INFRASTRUCTURE DEVELOPMENT PROCESS

