

City of Tulsa – Infrastructure Development Process

I. Pre-Development

- a. Schedule a Pre-Development conference with the Development Services IDP Coordinator, 918-596-2514. There is a \$400 fee to hold a Pre-Development 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 Pre-Development meeting to IDP Coordinator, 918-596-2514.
- c. Applicant submits minutes of Pre-Development 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. All documents to be submitted digitally through the Self-Service Portal.
 - ii. Application to submit IDP Plans
 - iii. IDP Checklist (Completed)
 - iv. Plans (100% signed, sealed and ready for construction)
 - v. Stormwater Pollution Prevention Plan (SP3) if area to be developed is over 1 acre.
 - vi. Drainage/ Detention/ Flood Plain Report if necessary
 - vii. Engineers Report Form (ODEQ) for Water & Sewer
 - viii. Traffic Impact Analysis as required
 - ix. Plan review fee (includes three reviews):
 1. \$800 administrative fee (less \$400 if a Pre-Development Conference was held)
 2. \$350 per sheet of reviewed plans
 - x. Minutes from Pre-Development meeting if held
 - xi. Developer's Contract and Application
- c. See XV below for outline of online submittal process

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, as well as a revision application. 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
- b. Letter responding to each LOD comment
- c. Revised plans
- d. Any subsequent revisions should be completed within one year of the LOD issuance.
- e. Additional reports and response to LOD as necessary
 - i. Revised Engineering reports, (water, sewer)
 - ii. Revised SP3
 - iii. Revised drainage/ Detention/ Flood plain report
- f. Additional items as requested/required
 - i. Plats (see TMAPC Subdivision Regulations for plat process in detail)
 - ii. Easements (See Chapter 800 in the IDP Process Manual for easement process in detail)
 - iii. Traffic Impact Analysis

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 to Development Services for internal distribution
 - 1. 2 (two) full size hard copies for Water and Sewer projects
 - 2. 1 (one) full size hard copy for all other projects

VI. Items that can delay the IDP permit

- a. Contractor: Selected Contractor must be IDP approved. (See section XIV below.)
- 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 section 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 the IDP Inspections Manager and other Engineering Services staff in Water, Sewer, Stormwater, and Traffic & Transportation by the IDP Coordinator.
- b. The IDP Inspections Manager (918-596-9859) with Field Engineering will schedule the pre-work conference and release permit.

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 Final Inspection.

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. Final Inspection from Field Engineering
- e. No Lien statement on file
- f. All necessary easements filed, and Rights-of-Way dedicated
- g. 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. \$275 Application fee
 - ii. Contract Application
 - iii. Signed Contract
 - iv. Professional Liability Insurance (must include 30 days' Notice of Cancellation and 10 days' Notice for Non-Payment)

- b. Contractors
 - i. \$275 Application fee
 - ii. Contract Application
 - iii. Signed Contract
 - iv. Annual Bond (Major Construction, Minor Construction)
 - v. Insurance Certificates
 - 1. Workers' Compensation Insurance
 - 2. General Liability Insurance
 - 3. Owner's Protection Liability Insurance (City must be named insured)
 - 4. 30 days' Notice of Cancellation and 10 days' Notice for Non-Payment provided for ALL policies.

XV. Online Plan Submittal Instructions

- a. Accessing the Self-Service Portal
 - i. Visit us online at www.CityofTulsa.org
 - ii. Select Development Services from the Development/Business drop down
 - iii. From the Development Services page select Permit Center
 - iv. From the Permit Center page select Self-Service Portal
 - v. 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, \$400 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 apply)

- 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.

