



SECTION 7: PUBLIC INFRASTRUCTURE CONSTRUCTION PLANS

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- Public Infrastructure Construction Plans Checklist
- Specific Approval Request Application



PUBLIC INFRASTRUCTURE CONSTRUCTION PLANS

Public Infrastructure Construction Plans Process

A Construction plan package is an accurately scaled plan set that illustrates the details of publicly owned/maintained facilities including, but not limited to; water, storm sewer, drainage facilities, paving and appurtenances. When a construction plan package application is submitted, staff will review the request and send comments to the applicant to address. The applicant may be directed to resubmit the corrected materials and/or additional materials for staff to review for clearance. Construction plans for projects must be approved by the City Engineer or his/her designee.

The applicant will be required to submit approval letters for all plans from all public and private utilities and other entities affected by the project. The approval letter shall state that service will be available to the project, where appropriate, and that there is no objection to the project. It is the responsibility of the Design Engineer to coordinate with public and private utilities to address conflicts with existing utilities. Confirmation in writing of preliminary approval by the Fort Bend County Engineer, the Fort Bend County Drainage District Engineer and any other affected agency shall be provided to the City, when a facility owned or operated by the agency is affected. All separate or special easements that may be required for construction shall be recorded in the Fort Bend County Official Records, subject to the surety/security clause requirements of the City of Sugar Land's Development Code, Chapter 5 (Subdivision Regulations).

When staff comments have been addressed, the applicant must submit one set of Mylar reproducible drawings and one copy of the final construction plans in PDF form to the Development Review Coordinator. A City of Sugar Land approval signature block shall be provided on each set. The reproducible construction plan set will be signed by the City Engineer or his/her designee, typically within two (2) weeks. The reproducible plan set for all traffic signal and ITS-related projects shall include a signature block for plan approval by the Traffic Engineer. Construction plans must be approved prior to issuance of site and/or building plan permits.

Applications now submitted online though CSS Portal



PUBLIC INFRASTRUCTURE CONSTRUCTION PLANS APPLICATION

FOR OFFICE USE
*Fee Required- 2% of total cost
to construct at initial accept.*

SUBMITTAL REQUIREMENTS:

- Complete Application and Payment Submitted via the CSS Portal
- 24 x 36 electronic drawings
- Complete Application
- Specification Manual

Date: _____ ProjectName: _____

Project Location: _____

Address: _____

Proposed Use: _____

Utilities Constructed By: _____

Maintained By: _____

CONTACT INFORMATION

Owner / Agent:

Contact / Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Engineer

Contact / Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

This is to certify that the information on this form is complete, true, and correct and the undersigned is authorized to make this application.

X _____ Date: _____

Signature of Applicant

ORDINANCE NO. 2174

q. Infrastructure plan review and inspection fee- 2% of the total cost to construct the public infrastructure. The fee must be submitted with the request for the city's initial acceptance of the public infrastructure.

(Note: Planning Dept. coordinates plan review for Engineering Dept. and Public Works Dept)



Public Infrastructure Construction Plans Checklist

Site Name/ Title:	
Date submitted:	
<input type="checkbox"/> In COSL Zoning District:	<input type="checkbox"/> In ETJ*

*All public infrastructure construction plans shall be reviewed by the county in ETJ.

Submittal Requirements – Planning coordinates plan review for Engineering, and Public Works departments.

- A set of 24 X 36 prints (digitally only)
- Copy of Application (digital and paper copy)
- Specification Manual (digital only)

Graphic Requirements – The following items shall be shown on the Public Infrastructure Construction Plans:

1.	<input type="checkbox"/>	PAVING & DRAINAGE ENGINEERED CIVIL DESIGNS
	<input type="checkbox"/>	Drainage calculations for the 2 and 100 year events signed and sealed by a registered professional engineer indicating compliance with the City of Sugar Land Design Standards and Fort Bend County Drainage Criteria Manual.
	<input type="checkbox"/>	Overall area and drainage area boundaries, ponding depths, and flow per inlet
	<input type="checkbox"/>	Existing elevations and enough adjoining property elevations to ascertain the general drainage pattern and tie-in methods. Show top of pavement and curb elevations as needed.
	<input type="checkbox"/>	Address any adjoining property drainage issues that may be affected by the proposed improvements. For example, if the adjoining property is affected show how this will be handled.
	<input type="checkbox"/>	Detention pond, if applicable, to be designed by a registered professional engineer and shall be in accordance with the Fort Bend County Drainage Criteria Manual or <i>methodology approved by the City of Sugar Land</i> . Prior to the certificate of occupancy being issued by the City, a signed sealed letter of completion by the engineer is required stating that the private detention and related drainage facilities (if applicable) shall be constructed in accordance with the City approved construction plans and specifications.
	<input type="checkbox"/>	Type of pavement to be used
	<input type="checkbox"/>	Slab elevation
	<input type="checkbox"/>	All paving and drainage plans shall comply with City of Sugar Land Design Standards.
	<input type="checkbox"/>	If easements are required, they shall comply with Chapter 5, Section 5-21 of the Sugar Land Development Code.
	<input type="checkbox"/>	Driveway shall be spaced in accordance with Chapter 5, Article VII of the Sugar Land Development Code.
	<input type="checkbox"/>	Improvements shall comply with Chapter 8 and 11 of the Sugar Land Development Code
2.	<input type="checkbox"/>	WATER, STORMWATER AND SANITARY SEWER ENGINEERED CIVIL DESIGNS
	<input type="checkbox"/>	Overall system is shown and meets all City of Sugar Land Design Standards.
	<input type="checkbox"/>	Provide Plan and Profile drawings for all utilities.
	<input type="checkbox"/>	Show clearance between all utilities.

	<input type="checkbox"/>	Call out minimum depths of cover.
	<input type="checkbox"/>	Size and location of proposed and existing water lines and fire hydrants. Show the meter vault easement if needed. Bold line for proposed and lighter lines for existing.
	<input type="checkbox"/>	Size, type, and slope of pipe and connection to public system. <i>(The actual connection to the public system must comply with the City of Sugar Land Design Standards).</i>
	<input type="checkbox"/>	Storm sewer lines, manholes and inlets existing and proposed. Show proposed lines bolder than existing and label as well.
	<input type="checkbox"/>	Size, type, and grade of the sanitary sewer lines and any existing and proposed manholes.
	<input type="checkbox"/>	Notify the City minimum 48 hours prior to connecting to public infrastructure
	<input type="checkbox"/>	All public water and sanitary sewer, or connections to public utilities must comply with all City of Sugar Land Design Standards; <i>The actual connection to the public system must comply with the City of Sugar Land Design Standards and approved projects lists.</i>
	<input type="checkbox"/>	Include all applicable City of Sugar Land Design Standards Detail that pertain to connections to public utilities.
	<input type="checkbox"/>	Show the location of the irrigation meter.
	<input type="checkbox"/>	Show and label the fire line, if required.
	<input type="checkbox"/>	All water main intersections shall have a minimum of one (1) less valve than the number of water mains at the intersection.
	<input type="checkbox"/>	The minimum commercial sanitary sewer services lead shall be a minimum 6" pipe or larger and shall not serve more than one commercial connection. In addition, the connection shall be made at a manhole by coring method.
	<input type="checkbox"/>	All water and sanitary sewer plans shall comply with the City of Sugar Land Design Standards.
	<input type="checkbox"/>	Show all water service connections.
	<input type="checkbox"/>	Call out all valve types.
3.	<input type="checkbox"/>	ROADWAY DESIGN REQUIREMENTS
	<input type="checkbox"/>	Roadway classifications per the City's Master Thoroughfare Plan
	<input type="checkbox"/>	Street Geometric Design
	<input type="checkbox"/>	Pavement Structure Design
	<input type="checkbox"/>	Pavement Materials
	<input type="checkbox"/>	Grading Plan
	<input type="checkbox"/>	Traffic Control Plan (including sidewalks and street lighting)
	<input type="checkbox"/>	Roadway/Driveway Separations per Development Code
4.	<input type="checkbox"/>	EROSION CONTROL PLAN
	<input type="checkbox"/>	Storm Water Pollution Control Plan
5.	<input type="checkbox"/>	ADDITIONAL ITEMS
	<input type="checkbox"/>	Benchmarks and Current Flood Classifications used are noted on plans.
	<input type="checkbox"/>	All construction items used are on the City's pre-approved products list.

Note: To reduce possible clutter on all sheets, turn off any layers of the overall project that are *not* needed to describe the items being displayed. For example turn off the water and sanitary sewer layers when presenting the paving and drainage sheets.

Disclaimer:

These are examples of items to be included in Construction Plans. These are not to be constructed as the only items required for approval. See the City of Sugar Land Design Standards for detailed requirements located on website at www.sugarlandtx.gov under Engineering Dept. homepage.

Applications now submitted online through CSS Portal



SPECIFIC APPROVAL REQUEST APPLICATION

FOR OFFICE USE
(Rev. 06/08/22)
No Fee Required

**Return Your Submittal Monday from 8:00 am- 3:00 pm To Development Planning (Attn: Development Review Coordinator)
Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479, Phone#: (281) 275-2780**

Submittal Requirements:

- All materials must be submitted *only* digitally via USB or CD
- Completed application (digitally and paper version)
- Provide an exhibit of proposed design overlaid onto a current aerial image extending 200' foot, minimum, past property boundaries. Clearly illustrate deviation requested.

DATE: _____ **PROJECT NAME OR ADDRESS** _____

Property Location Description (either address or general description based on nearby roadways, etc.) _____

CONTACT INFORMATION

Applicant's Contact Information:

Name _____

Company _____

Address _____

Phone Number _____ Email Address _____

Design Engineer/ Architect Contact Information:

Name _____

Company _____

Address _____

Phone Number _____ Email Address _____

Section of the City Design Standards Impacted: _____

Description of Deviation from the City of Sugar Land Design Standards: _____

City's Design Standards can be found at: <http://www.sugarlandtx.gov/DocumentCenter/View/6622>

Mitigating Factors for Consideration: _____

For City Use Only:

Approved by: _____

Name: _____

Title: _____

Date: _____

Not Approved by: _____

Name: _____

Title: _____

Date: _____