



DEVELOPMENT APPLICATION AND CHECKLIST

FOR ROADWAY & DRAINAGE INFRASTRUCTURE

Instructions:

1. Sign and complete contact information below.
2. Use the attached list to verify the completeness of the engineering plans being submitted.
3. Check the box next to each item that has been provided.
4. If an item or section is not applicable to the given project, write "N/A".
5. Add notes next to any items where clarification to City staff is needed.

Owner/Development:

Phone: Email:

Developer
Representative: Title:

Phone: Email:

"I, the undersigned, Engineer of Record for this project, hereby certify that I have reviewed the Plan Submittal Process packet and that the information provided herein is correct and complete."

Signature: Date:

Printed Name: Phone:

Address/Location: Email:

Project Name:

Initial Plan Submittal Requirements:

- Two (2) paper plan sets (22" x 34", 24" x 36", or 30" x 42"). The paper set shall be neatly bound, no loose sheets will be accepted.
- PDF plan set generated from drafting software, no scans
- CAD files for the entire project
- Project Specifications (PDF)
- Project calculations/reports, sealed by the Design Engineer, including but not limited to pavement, traffic, drainage inlets, gutter flow, drainage pipes, and overland flow
- Survey data (CAD, point file, and PDF)
- Geotechnical report/evaluation by a professional engineer
- A Certification on the coversheet of the sealed engineering plans that the entire project meets or exceeds the Americans with Disabilities Act
- Detention Information Sheet

Design Standards Notes

- The project shall be in accordance with all City of Shreveport requirements, ordinances, standard plans, specifications, and the Unified Development Code.
- City owned and maintained drainage systems shall be pipe systems. Open channel systems will not be considered for City ownership and/or maintenance.
- Drainage piping and boxes from the road to private detention facilities shall be private.
- The top of roadway drainage structures must be cast in place.
- If precast drainage boxes are used, the pipe connection must have a concrete collar.
- Engineer must evaluate upstream and downstream drainage and design the project accordingly
- If asphalt roads are approved, the intersections and cul-de-sacs shall be concrete.
- Reference road design ordinances for minimum typical roadway sections.
- Show the location of each utility/ infrastructure (aerial or buried) in accordance with ASCE 38-02 Level B. Also provide written confirmation that each owner/provider was contacted and responded.
- Any improvements (onsite and offsite) identified in studies/reports shall be included in the project scope

Suggested Order of Sheets

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| 1. Cover Sheet | 8. Utility Master Plan |
| 2. General Notes and Quantities | 9. Plan and Profile Sheet |
| 3. Existing Conditions Map and Survey | 10. Cross Sections |
| 4. General Layout Sheet | 11. Details |
| 5. Right-of-Way and Servitude Sheet | 12. Erosion Control Plan |
| 6. Grading Plan | 13. Streetlight, Signage and Pavement Marking Plan |
| 7. Drainage Area Map and Drainage Master Plan | 14. Traffic Control Plan |

Accepted For Review By: _____ Date: _____

Once the plan review is complete and the plans appear to be substantially in accordance with the City’s minimum standards, the following must be submitted and accepted prior to the commencement of any construction activity:

- 1. Three (3) sets of the final plans with all comments addressed to the City’s satisfaction.
- 2. Electronic submittal of the final plans (CAD & PDF).
- 3. One copy of proposed material submittals that have been reviewed and approved by the design engineer.
- 4. A copy of the fully executed contract with stamp showing it was filed at courthouse.
- 5. A check or money order in the amount of 4.5% of the contract amount for the streets and drainage facilities observation fee.
- 6. A Letter of Intent to start construction from the contractor which includes the name of the superintendent and a phone number.
- 7. Summary of quantities.
- 8. Testing shall be provided by the developer. Any test or data requested by the City shall be provided. The contact information for the testing company shall be provided to the City.
- 9. A copy of all other required permits (City and non-City), including but not limited to Stormwater Pollution Prevention Plan (SWPPP), LADOTD, Caddo Levee District, Parish of Caddo, Bossier Parish Police Jury, USACE, LA DEQ, etc. The engineer shall provide a summary letter describing the permits and stating that all required permits are included. If the engineer determines that no other permits are required, the engineer shall provide a letter stating such.

The plans appear to be substantially in accordance with the City’s minimum standards and all required items above have been received and reviewed by the City.

_____ Date: _____
City Engineer

This project is authorized to Proceed.

_____ Date: _____
Public Works Director