



Small-Scale Infrastructure Program (SSIP)

Required Documents

This is a list of documents required for a SSIP application to be accepted and processed. Applications that are submitted without the required documents will be marked as incomplete and will not be processed until all required documents have been received.

Required for ALL projects:

1. Final plat or short plat that has been accepted for review – Needed to determine if there is enough public land (City right-of-way or easements) for the required infrastructure.

Required for water and sanitary sewer projects:

1. Utility plan – This can be a general location of where the infrastructure would go.
2. Grading plan – Elevation data is required to properly set manholes, meter boxes, etc.
3. Proof of Approved Water/Sewer Study – May not be required in all instances, please contact WPD@fortworthtexas.gov with questions about this process.
4. Water/Sewer Alignment Walk Requirements – May not be required in all instances, please contact DSWS@fortworthtexas.gov with questions about this process.

Required for lighting projects:

1. Site plan – This shows the general locations of where the infrastructure would go.
2. Certificate of Appropriateness – Required for **all projects in design districts**, please contact DesignReview@fortworthtexas.gov with questions about this process.

Required for all flatwork projects:

1. Site plan – This shows the general locations of where the infrastructure would go.
2. Grading plan – Elevation data is required to determine sidewalk and driveway approach slopes.

Projects with a combination of infrastructure (Ex: Water and lights) will require all submittal documents for each infrastructure category.

Optional, but beneficial documents:

1. Site topographic and boundary survey – CAD file format (.dwg) preferred.
2. Building permit plans.
3. Predevelopment conference meeting minutes.

Why are these documents required?

- SSIP aims to capture the total cost of design and construction in a single, lump sum fee. The lump sum fee may be higher than necessary if staff are required to price a project with incomplete information.
- SSIP aims to provide expedited design and construction services. Delays in this process may arise if a project proceeds with incomplete information. These delays may result in an added cost to the applicant.

Required site plans are simple, conceptual plans used for scoping purposes and do not need to be signed and sealed by a Texas Professional Engineer.