



City Review Time: Standard IPRC Process

Pre-Submittal (8 Business Days):

- Submittals due by 12PM every Tuesday
- Technical Review performed same day
- Comments to applicant provided by PM no later than 2PM following Tuesday
- Pre-Submittal Conference Held on Thursdays 1-5PM
 - If in person Conference is requested those will be scheduled 1-3PM.
Conferences from 3-5PM will be Virtual

First Review (10 Business Days):

- Submittals due by 5PM every Monday
- Comments to applicant provided by 1PM the 10th Business day
- Decision Letters sent out by the 10th Business day COB

Compliance Review 1 (1 Business Day for PM Review, 10 Business Days for Compliance Review + 5 Business Calendar Day option period):

- Submittals accepted any day and time
- Project submitted on weekends, City Holidays, or after 3PM on Friday will not be reviewed until the next Business day.
- Project Managers will have a 24-hour review period to accept or reject the submission
- Comments to applicant provided on the 10th Business Day
- Approval or Disapproval Decision Letters sent out on the 10th Business Day or after 5 Business Day option period if corrections required

Compliance Review 2 ,3, etc. (1 Business Day for PM Review, 5 Business Days for Compliance Review + 5 Business Day option period):

- Submittals accepted any day and time
- Project submitted on weekends, City Holidays, or after 3PM on Friday will not be reviewed until the next Business day.
- Project Managers will have a 24-hour review period to accept or reject the submission
- Comments to applicant provided on the 5th Business Day
- Approval or Disapproval Decision Letters sent out on the 5th Business Day or after 5 Business Day option period if corrections required

Coversheet Review and Sign (2 Business Days)

- Provide Project Coversheet to PM electronically via Accela

CFA Preparation Package Out (2 Business Days)



- Final CFA Exhibits
- Executed Bid Proposal with Contractor Signature (Working Day must match Inspection Fee Worksheet)

CFA Execution (5 Business Days)

- Time does not begin until payment is received

Electronic Documentation Package (5 Business Days)

- Final Plan Set
- Final Project Manual
- Bid Proposal Tool
- Executed Easements and Agreements
- Testing Firm Selection Form
- Pre-Con Attendees List
- Construction Permit Acceptance (SDS)
- SWPPP Submittal Review (Env Services)

Construction Package Out (2 Business Days)

- Internal Process at creation of the Con Record

PreCon (Within 7 Business Days)

- A PreCon Meeting cannot be set up until all the above steps have been completed.



Pre-Submittal Technical Review Requirements

Water:

- Show existing/proposed fire hydrants and coverage
- Show all gas/storm drain/utility crossings
- Ensure all connection points are labeled and provide detailed information when connecting to a smaller water line size. (Ex. Install a 12" x 12" tee with reducers) (MJ Solid Sleeves and spool pieces when connecting to smaller water line sizes)
- Show location of proposed gate valves and services in profile
- Label all isolation valves throughout the entire project
- Gate valves are required on all fire lines and domestic services >3"
- 3" water lines are not allowed
- Tee's that have gate valves attached to them shall be labeled as "anchor tee"
- Need minimum 3.0 ft separation between water main and gas line (which ever line they are) crossing. Coordination with each utility is required to confirm clearance requirements
- All water/sewer crossings need to comply with TCEQ Chapter 217
- Callout T/P elevations and not flowline elevations for water lines
- Specify the insertion of cleaning wyes and pigs
- CoFW Water Dept. does not allow 4-inch gate valves
- Water service lines cannot be located in proposed driveway approaches
- Curved water mains are not allowed (minor deflections and bends may be acceptable)
- Provide a fully constructed embedment and backfill detail for all Water improvements (Multiple details required if backfill, embedment, or top surface changes)
- Contours are required to be shown when there are water mains located outside paved areas
- Provide water sampling table

Sanitary Sewer:

- 4" S.S. services are not allowed to connect directly to manholes
- Sanitary sewer services are not allowed to be located in driveway approaches
- Make sure to indicate the 100-year water surface elevation (WSEL) in the profile
- Provide a plan and profile for all sanitary sewer mains on a single page
- Show parallel storm drain in profiles



- Sewer manholes are to be constructed at the end of the lines when there are sewer services connecting to the main
- Provide dimensions to ensure there is 5.0ft separation between O.D to O.D between proposed storm drain and manholes
- Provide a fully constructed embedment and backfill detail for all sanitary sewer improvements. (Multiple details required if backfill, embedment, or top surface changes)
- All water/sewer crossings need to comply with TCEQ Chapter 217
- Curved sanitary sewer lines are not allowed. Horizontal or vertical changes should be made at a manhole
- Contours are required to be shown when sanitary sewer mains are located outside paved areas
- Show all (public/private) gas/storm drain/ utility crossings
- Sewer manholes are to be constructed at the end of the lines when there are sewer services connecting to the main
- All sanitary sewer lines shall match soffit to soffit
- When installing manholes, a manhole epoxy liner should be provided in the following conditions:
 - Drop Manholes
 - Slopes 3.00% or greater require the downstream manhole to be epoxy lined
 - Hydraulic slides are installed
- Trench water stops should be provided when the following conditions occur:
 - Downstream of any storm drain or water main crossings
 - Slopes 3.00% or greater require a trench water stop on the upstream side of the manhole

Storm Drain:

- Provide Hydraulic computation tables for proposed public storm drains and inlets
- Please show plan and profile for all storm drain mains on one page
- Show 100 YR WSEL in profile
- Show all water/sewer/utility crossings
- Provide all headwater and tailwater data in profile
- Provide dimensions to ensure there is 5.0ft separation between proposed storm drain and sanitary sewer lines/manholes



- Manhole intervals not to exceed 550 for pipe 54" or less. For pipes 60" greater or equivalent sized boxes, maximum interval is 800ft
- Show existing/proposed grades on upstream and downstream sides of culverts.
- Grade to drain is not allowed
- Provide a fully constructed embedment and backfill detail for all storm drain improvements
- Minimum storm drain main size is 24"

Paving:

- When repairing concrete pavement, it is important to provide a plan and profile
- Ensure utility pavement repairs comply with CoFW 2019 Utility Cut Policy
- Minimum street grade is 0.50%
- Minimum grades for cul-de-sac or elbow gutter centerlines shall be 0.70%
- When change in grades occur, the following criteria shall be adhered to for vertical curves:
 - Residential or Collector Street – ($\Delta \leq 1.5\%$); Arterial Street – no more than 1.00%

Street Lights:

- Show all conduit runs for proposed street and pedestrian light improvements on one sheet
- Include standard CoFW street lighting tables
- Show location of proposed water/sewer mains and services to ensure there are no conflicts



Pre-Submittal Submissions

Deadline: 12pm every Tuesday

Applications submitted before 10AM will have a chance to make revisions if required. All submittals from 10AM -12PM will not have a chance to make revisions.

Required Submittal Documents:

- ☐ Public Civil Construction Plan Set
 - ☐ Coversheet (with all Preliminary Stamps)
 - ☐ Recorded or Accepted for Review Final Plat or Short Plat (with FP or FS number)
 - ☐ Final Plat Notes
 - ☐ General Notes (Current Version)
 - ☐ All applicable Design Sheets (Grading sheets are required for all projects)
 - ☐ All applicable City Standard Details
 - ☐ Preliminary Stamps Throughout Plan Set (per Engineering Guidelines)
 - ☐ Project Name on Every Sheet Throughout Plan Set
 - ☐ Construction Plans and Submitted Documents Flattened
- ☐ Detailed Checklist
- ☐ \$1125 Application Fee
 - Invoiced upon project acceptance
 - Due by 4PM the day after submittal day



First Review Submissions

Deadline: 5PM every Monday

Applications submitted before 3PM will have a chance to make revisions if required. All submittals from 3-5PM will be reviewed Tuesday morning and will not have a chance to make revisions.

Required Submittal Documents:

- ☐ Public Civil Construction Plan Set
 - ☐ Coversheet (with all Preliminary Stamps)
 - ☐ Recorded or Accepted for Review Final Plat or Short Plat (with FP or FS number)
 - ☐ Final Plat Notes
 - ☐ General Notes (Current Version)
 - ☐ All applicable Design Sheets (Grading sheets are required for all projects)
 - ☐ All applicable City Standard Details
 - ☐ Preliminary Stamps Throughout Plan Set (per Engineering Guidelines)
 - ☐ Project Name on Every Sheet Throughout Plan Set
 - ☐ Construction Plans and Submitted Documents Flattened
- ☐ Pre-Submittal Comment Response Construction Plan Set
- ☐ Studies/ Alignment Walks (Study numbers are required & must be approved)
 - ☐ Water/Sewer Study (Application Via Accela)
 - ☐ Water/Sewer Alignment Walk (Reach out to DSWS@FortWorthTexas.gov)
 - ☐ Traffic Impact Analysis (Application Via Accela)
 - ☐ Drainage Study (Application Via Accela. Must be submit 7 Calendar days prior to IPRC plan review submittal)
- ☐ Other Applicable Documents
 - ☐ Geotechnical Report
 - ☐ Offsite Construction Plans
 - ☐ Variances (if applicable)
 - ☐ Letter of No Objections (LONOs) (If applicable)
- ☐ IPRC Plan Review Fee
 - Invoiced upon project acceptance
 - Due no later than 12PM next business day (If payment is not received by 12PM the next business day, the project may be subject to being moved to the next submittal cycle)
 - \$435.37 per design sheet



Compliance Review Submissions

Deadline: Submittals accepted any day and time.

PM will have a 24-hour review period to accept or reject the submission.

Note: Submissions after noon on Fridays, weekends, or on City Holidays will not be reviewed until the next Business Day. Compliance submission should be made to the Parent IPRC Folder.

Required Submittal Documents:

- ☐ Public Civil Construction Plan Set
 - ☐ Coversheet (Signed, Sealed, & Dated)
 - ☐ Recorded or Accepted for Review Final Plat or Short Plat (with FP or FS number)
 - ☐ Final Plat Notes
 - ☐ General Notes (Current Version)
 - ☐ All applicable Design Sheets
 - ☐ All applicable City Standard Details
 - ☐ Construction Plans and Submitted Documents Flattened
 - ☐ Professional Seal & Signature throughout plan set (per Guidelines)
 - ☐ Civil Engineer
 - ☐ Landscape Architect
 - ☐ Non-City Standard sheets
 - ☐ Detail sheets
- ☐ Comment Response Construction Plan Set from Previous Plan Review
- ☐ Revised Studies/ Alignment Walks (must be approved)
 - ☐ Water/Sewer Study
 - ☐ Water/Sewer Alignment Walk
 - ☐ Traffic Impact Analysis
 - ☐ Drainage Study (Must be approved)
- ☐ Other Applicable
 - ☐ Supplemental Geotechnical Report (If applicable)
 - ☐ Letter of No Objections (LONOs) (If applicable)
 - ☐ Permits & Agreements from All Governmental & Franchise Entities (If applicable)
- ☐ Draft Project Manual (Working Days Provided)
- ☐ Location Map



- ☐ Exhibit A – Water Improvements
- ☐ Exhibit B – Sewer Improvements
- ☐ Exhibit C – Paving Improvements
- ☐ Exhibit D – Storm Drain Improvements
- ☐ Exhibit E – Street Lights and Sign Improvements
- ☐ Exhibit F – Traffic Signal and Striping Improvements
- ☐ Quantity Take-off Matrix in Excel format.
- ☐ Easements by Separate Instruments
 - ☐ Easement Initiation Form
 - ☐ Easement Exhibits/Agreements(s) and Meets and Bounds.
 - ☐ Survey Closure Report
 - ☐ Secretary of State Signature Authority (SOS) or Delegation of Authority or Corporate Resolution
 - ☐ Copy of Deed Ownership of Property
- ☐ IPRC Additional Plan Review Fee (For additional pages added after Review Only)
 - Invoiced upon project acceptance (Same cost and deadlines apply as First Review)
 - Due no later than 12PM next business day (If payment is not received by 12PM the next business day, the project may be subject to being moved to the next submittal cycle)
 - \$435.37 per design sheet (only includes supplementary review pages added subsequent to the last review.)



Coversheet Submissions

Deadline: Submittals accepted any day and time.

Note: Submissions after noon on Fridays, weekends, or on City Holidays will not be reviewed until the next Business Day.

Required Submittal Documents:

- ☐ Coversheet Flattened (Signed, Sealed, & Dated)

CFA Preparation Package Submissions

Deadline: Submittals accepted any day and time.

Note: Submissions after noon on Fridays, weekends, or on City Holidays will not be reviewed until the next Business Day.

Required Submittal Documents:

- ☐ Executed and Signed Bid Proposal
- ☐ Location Map
- ☐ Exhibit A – Water Improvements
- ☐ Exhibit B – Sewer Improvements
- ☐ Exhibit C – Paving Improvements
- ☐ Exhibit D – Storm Drain Improvements
- ☐ Exhibit E – Street Lights and Sign Improvements
- ☐ Exhibit F – Traffic Signal and Striping Improvements

* Please ensure that you have reviewed your bid proposal to avoid any mathematical errors. Bid Proposals that have mathematical errors will be returned and revised before any other steps occur.

Electronic Documentation Package Submissions

Deadline: Submittals accepted any day and time.

Note: Submissions after noon on Fridays, weekends, or on City Holidays will not be reviewed until the next Business Day.

Required Submittal Documents:

- ☐ Final Flattened Plan Set with Signed, Sealed, and Dated Coversheet
 - Plans must match those approved previously. All changes needed must occur after PreCon via Revision or Change Order
- ☐ Final Project Manual (Below items are general requirements for all IPRC Projects. Some projects will require more specifications due to City Participation or other Variables. All specifications must utilize the designated Developer Awarded Project (DAP) versions)
 - ☐ Signed, Sealed, & Dated Project Manual Coversheet



- ☐ Table of Contents with all applicable specs listed (non-applicable specs should be stricken through)
- ☐ Execute Bid Proposal Must match the executed CFA (Multiple Bid Proposals are required if the project does not have a General Contractor.)
- ☐ Prequalification Statement (Pre-Qualified Contractor's must be listed in the Prequalification Statement and active. Multiple documents are required if the project does not have a General Contractor.)
- ☐ Executed Contractor Compliance with Workers' Compensation Law. (Multiple documents are required if the project does not have a General Contractor.)
- ☐ Executed Agreement(s) (Agreement is needed between the Developer and the General Contractor. Multiple Agreements are required if the project does not have a General Contractor.)
- ☐ Two Copies of Certificate of Insurance. (One with the City as Certificate Holder and one with the Developer. Multiple documents are required if the project does not have a General Contractor.)
- ☐ Executed Performance Bond(s) (Multiple documents are required if the project does not have a General Contractor. The CFA Number shall be listed on this document where indicated. Not Required if a Developer Bond is utilized for the CFA Financial Guarantee)
- ☐ Executed Payment Bond(s) (Multiple documents are required if the project does not have a General Contractor. The CFA Number shall be listed on this document where indicated. Not Required if a Developer Bond is utilized for the CFA Financial Guarantee)
- ☐ Executed Maintenance Bond (Multiple documents are required if the project does not have a General Contractor.) The CFA Number shall be listed on this document where indicated.
- ☐ All Applicable Specifications within Division 00 and 01
 - Modified specifications, and appendices, are required to be included in the Project Manual.
 - Other Division specs are for reference only
- ☐ Appendices
 - ☐ GC-4.02 Subsurface and Physical Conditions (Provide Geotech Report)
 - ☐ GR-01 60 00 Product Requirements
 - ☐ Water Standard Product List (Current Revision)
 - ☐ TPW Standard Products List (Current Revision)
 - ☐ CFW Lighting Approved Products List (Current Revision)
- ☐ Bid Proposal Tool in excel format



Infrastructure Planning Review Center (IPRC) Submission Checklist
Post Plan Approval Review Submissions

- ☐ All Executed Easements and Agreements (All offsite easements, grading permits, FDP, SWPPPs, and other construction permits must be executed prior to submission of Electronic Documentation Package.
- ☐ Testing Firm Selection Form
- ☐ Pre-Con Attendees List