



**City of Rosenberg
INITIAL INFRASTRUCTURE APPLICATION
PLAN REVIEW SUBMITTAL**

2220 4th Street, Rosenberg, Texas 77471
Telephone: 832-595-3500 Fax: 832-595-3501
www.rosenbergtx.gov

Date Received:	Received By:	Permit Number:
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**Plan Review Fee required at time of submittal
(Please refer to the attached fee schedule)**

Project Address:	Project Valuation:	
	\$	
Project Title:	Plat Approved <input type="checkbox"/> YES ** <input type="checkbox"/> NO	
	** No permit will be issued until the plat is approved	
Contact Person:	Business Phone:	
Business Fax:	Email:	
Engineer:	Company Name:	Business Phone:
Describe Proposed Construction (Water, Sewer, Paving, Storm-sewer, etc.):		
SIGNATURE OF ENGINEER OR AUTHORIZED AGENT		REVISED SUBMITTALS WILL NOT BE ACCEPTED WITHOUT RED-LINES BEING RETURNED

*****THERE WILL BE NO REFUND OR TRANSFER OF FEES*****



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Infrastructure Project Checklist/Information

- Plan Review Fee must be paid at time of initial submittal
- Please allow at least 10-15 business days for review of your plans
- Once plans have been approved, a Pre-Construction Meeting will need to be scheduled by contacting Debbi Eben at Jones|Carter (281-762-6531). The Contractor as well as the Engineer should be present at this meeting.
- Prior to the issuance of the Contractor's Permit, the following must be submitted:
 - **Spec Books & Plans - 3 CD's (PDF Format)**
 - **4 full size sets of signed plans (5, if Capital Improvement Project)**
 - **4 half size sets of signed plans**
 - **3 Copies of Pre-Con sign in list**
 - **2 Copies of NTP (Notice to Proceed)**
 - **Copy of Executed Agreement (between Owner and Contractor) with Contract Amount**
- If the project is disturbing one acre of land or more (within the City Limits) you will be required to apply for a Land Disturbance Permit. In order to apply, the following MUST be received by the permit office:
 - **Proof of filing Notice of Intent with the State (through TCEQ)**
 - **Complete, BOUND copy of the SWPPP (Storm Water Pollution Prevention Plan)**
- Once project is completed, the following must be submitted:
 - **As-Built/Record Plans - 2 Full Size**
 - **As-Built/Record Plans - 2 Half Size**
 - **As-Built/Record Plans – 3 CD's (PDF & *GIS Data or CAD Format; See Provided Details)**
 - **Final Inspection Letter from Engineer**

Signature: _____

Date: _____



City of Rosenberg INFRASTRUCTURE SUBMITTAL FEE SCHEDULE

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I hereby certify I have read and examined this document and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. I further understand that plans submitted for approval will be subjected to a comprehensive check against municipal ordinance and building code. Any set of plans that must be returned for modifications or corrections in order to come into compliance with ordinance or code will be subject to rechecking in order of submittal. Under no circumstances will paid fees be refunded or transferred. Applications and plans will be held for 90 days. After 90 days this application and plans will be disposed of unless a valid INFRASTRUCTURE building permit is issued.

Signature of Contractor or Authorized Agent

Date

FEE SCHEDULE

PLAN REVIEW FEE

Plan Review Fee shall be as follows:

- a. One percent (1%) of the actual construction cost for projects fifty thousand dollars (\$50,000.00) or less, or
- b. Five hundred dollars for the first \$50,000.00 plus one-half percent (0.5%) of the actual construction cost over \$50,000.00

Total Valuation	Fee
\$50,000.00 and less	One percent (1%) of the actual construction cost of the project.
\$50,000.01 and up	\$500 for the first \$50,000.00 plus one-half percent (0.5%) of the actual construction cost over \$50,000.00.

EXAMPLE

INITIAL PLAN REVIEW FEE

VALUATION..... \$100,000.00

1st \$50,000 + \$500.00

Balance: \$50,000 x 0.005 + \$250.00

TOTAL: = \$750.00

INFRASTRUCTURE PERMIT FEE

Inspection fee for water, sanitary sewer, drainage, and street improvements. Applicant shall provide estimated costs, and supporting information for determination of the cost of the project. These fees shall be payable on the earlier of the time of platting or upon request for an infrastructure permit. The fee shall be one percent (1%) of the actual construction cost of the project.

INFRASTRUCTURE PERMIT FEE (Construction Portion)

VALUATION..... \$100,000.00

\$100,000 x .01 = \$1,000.00