



City of Rosenberg
INITIAL INFRASTRUCTURE APPLICATION
ENGINEER - 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:
----------------	--------------	----------------

Plan Review Fee required at time of submittal

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*****



City of Rosenberg INITIAL INFRASTRUCTURE APPLICATION

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

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: _____