

APPENDIX C

CITY OF FORT WORTH ADOPTED PROCEDURE CHANGES FOR EXPEDITING REVIEW AND APPROVAL OF PLANS FOR COMMUNITY FACILITIES CONTRACTS

1. Once the preliminary plat approval is obtained from the Plan Commission, the planning conference should be scheduled with the appropriate level of representation at a common meeting from: the Developer's engineers, Public Works Department, Water Department, Traffic Engineering Department, Park and Recreation Department where parks are involved. To determine:
 - a) What engineering information is needed but not of record (such as actual depth and location of water mains to be extended to serve the proposed development) to expedite plan preparation in which the affected department is expected to develop and provide to the consultant.
 - b) What portions of the work should be scheduled first, second, etc.?
 - c) Can combination of construction of facilities benefit the development, such as one contract for water, wastewater, and storm drain facilities?
 - d) Is there a compelling need of the developer that warrants establishing a deadline for completion of one or more of the facilities?
 - e) Should the development be segmented for optimum scheduling of community facilities construction?
 - f) Intersection studies including median, widths, channelization, etc. should be determined initially.
 - g) Usual items of the development and cost participation would be clarified.

The Developer's engineer shall notify the Development Coordinator of the time he wishes the meeting to be held. The Development Coordinator shall set up the meeting with the appropriate departments. The Engineer shall provide for the meeting the preliminary plat, concept plan if any, and any other data available.

Minutes of the meeting would be prepared and distributed to all concerned that would outline the decisions made at the meeting.

2. The Developer's consulting engineering firm should begin engineering toward final engineering plans immediately. The highest priority should be give to development and approval of street trades, width and configuration, and drainage requirements.
3. Preliminary layouts (working drawings) of water, wastewater, storm drain, street lights, and street facilities should be developed and reviewed with the respective department's engineering representatives including Traffic Engineering as soon as street grading studies permit. Technical concept conferences with the technical personnel may be scheduled by phoning the respective departments and setting up a date for the meeting. Tentative return dates will be determined at the time of submittal.
4. Draft plans and specifications (perhaps in pencil) for water, wastewater, storm drain, and street construction should be prepared and submitted as soon as possible after the preliminary review to

assist in identification and treatment of unusual project requirements and special conditions. Street construction plans should also be reviewed by the Traffic Engineering representative. Tentative return dates will be determined at the date of submittal. The Developer's engineer is encouraged to discuss technical problems on the working drawings with the City staff as the need may arise.

NOTE: Steps 3 and 4 above may be combined with the specific consent of the department's engineering representative affected.

5. Final plans and specifications developed along the above guidelines should be ready for final review and approval upon submittal. The final plans should be submitted for review as a package, which would include water, wastewater storm drain, paving, and final plat. One set of final plans should be sent to all departments affected at the time of submittal. The cover sheet for signature would be submitted to the Park Department first, if there are parks involved, to the Traffic Engineering Department second, and the Water Department third, and to the Public Works Department last. The Developer shall secure a receipt of the date the plans and specifications are delivered to the various departments. A receipt for the cover sheet shall also be obtained.
6. If possible the affected department would sign the cover sheet for the plans and specifications and if there are any corrections to be made, if minor, a list of conditions will be supplied both to the developer and his engineer in writing. Should there be a discrepancy or omission of which the affected department considers severe to warrant returning the plans with noted corrections and/or questions prior to signing, this would be done by calling the developer's engineering consultant and holding a conference during with the affected department would explain the problems that needed to be resolved in order to sign the plans. The department would keep each other informed of any conditions of approval and/or changes required.
7. Upon approval of the plans, the developer could advertise and receive bids.
8. The affected departments would prepare a community facilities contract and submit same to the Development Coordinator for Council approval. After execution of the Community Facilities contract, the final plat could then be filed for record.
9. Upon receipt of bid tabulations and the approval of the community facilities contract, the developer would be notified by the various affected departments as to their approval of the developer's request to award the contract.