DIVISION 1 – GENERAL AND PROCEDURE REQUIREMENTS

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1.1 General

1.1.1 These Standards describe the general requirements for the preparation of construction plans and the supporting documents required for approval by the City of Webster. Specific design requirements, in addition to these Standards, may be required by the City of Webster.

1.1.2 Construction plans for public improvements within the City of Webster jurisdictional limits shall be approved by the Public Works and Engineering Department.

1.1.3 Construction plans for private improvements that connect to or affect the public infrastructure shall be approved by the City of Webster.

1.1.4 All projects that are required to conform to these Standards shall also be in compliance with all applicable ordinances in the City. The following list of ordinances is for information purposes. This list may be expanded at any time.

A. Subdivision
B. Zoning
C. Flood Plain Management

1.1.5 All construction plans and supporting documentation shall conform to the requirements of these Standards and regulations of all Federal, State, County, and Local entities having jurisdiction.

1.2 Preliminary Research

1.2.1 Public Works and Engineering Department personnel will be available for preliminary meetings to discuss any proposed project with the project engineer. This preliminary meeting between the City and the engineer should be scheduled with the Public Works and Engineering Department staff prior to submittal of any documents for review. The purpose of this meeting is to discuss the project concepts and to establish the status of requirements and issues that may be pertinent to the project.

1.2.2 Research all existing utility and right-of-way information with City, County, State, and other public and private utility agencies listed below:

A. Public Works and Engineering Department
B. Harris County Engineer
C. Harris County Drainage District
D. Texas State Department of Highways and Public Transportation
E. Verizon Land Telephone Company
F. CenterPoint Lighting and Power Company
G. CenterPoint Gas
H. Municipal Utility Districts
I. Cable Television Companies
J. Railroad Companies
K. Pipeline Companies
L. Others

1.3 Capacity Allocations

1.3.1 The developer will notify the City of the development's water and wastewater capacity requirements, expressed in equivalent single-family connections (ESFC). If the City determines that the development's capacity requirements will have a significant impact on the City's water or wastewater system, the City may require the developer to do additional analysis of those impacts to determine if mitigation measures are necessary by the developer in order for the City to maintain adequate levels of water or wastewater service, including flow rates, pressure, and other service characteristics, or to comply with the City's regulations, City master plans, or other governmental laws and regulations. The required additional analysis may include running hydraulic models or determining the impact to the downstream sanitary system from increased flows, as required by the City.

1.3.2 Prior to beginning construction on a project, a current commitment of drainage capacity for the proposed development, including the status of any drainage fees that may be due or have been paid, will be required.

1.4 Design Review Requirements for Public Works Projects

1.4.1 The City may require trip estimates for proposed development. The trip estimates shall be based on the latest version of the Institute of Transportation Engineers' TRIP GENERATION MANUAL. If the trip estimates are significant, the City may require a traffic impact analysis to determine necessary traffic mitigation measures to maintain the required street level of service as dictated by City regulations, the Development Code or other City requirements.

1.4.2 Submit approval letters based on the preliminary project plat from all public and private utilities and other entities affected by the project. Approval letter shall state that service will be available to the project, where appropriate, and that there is no objection to the project.

1.4.3 Confirmation in writing of preliminary approval by other governmental agencies, such as the Harris County Engineer and the Harris County Flood Control District Engineer shall be provided to the City if required.

1.5 Construction Procedure Requirements for Public Works Projects

1.5.1 Construction shall not begin until construction plans are signed by the City of Webster. Construction shall not begin within an existing easement or right-of-way until all permits and/or any right-of-way use agreements are negotiated between the affected parties.

1.5.2 Notify the Public Works and Engineering Department at least forty-eight (48) hours prior to beginning construction. The Public Works and Engineering Department staff will make periodic inspections. The Public Works and Engineering Department shall be notified at least twenty-four (24) hours prior to each time concrete is placed on the project. The Public Works and Engineering Department shall be notified at least twenty-four (24) hours prior to all pipe inspection tests and other tests that may be required by the Public Works and Engineering Department.

1.5.3 Notify the Public Works and Engineering Department at least forty-eight (48) hours prior to a final inspection. The Public Works and Engineering Department staff will be present during all final inspections.

1.5.4 After completion of the project and prior to the final inspection, the engineer shall provide the Public Works and Engineering Department one set of reproducible record drawings and one copy of the record drawings. Record drawings shall reflect the facilities constructed and all significant horizontal and vertical changes made from the approved plans during construction.

1.5.5 For all projects, all delivery tickets for all materials (e.g., concrete, cement stabilized sand) shall be maintained by the contractor and upon request, be made available for the review of the Public Works and Engineering Department.

1.5.6 Changes from approved construction plans shall be approved by Public Works and Engineering Department. The Project Engineer will submit change order requests in writing to the Public Works and Engineering Department.

1.5.7 Full time resident inspection by the Project Engineer may be required.

1.6 Approval and Acceptance of Public Works Projects

1.6.1 Public Works projects shall have final approval of the City Engineer prior to placing the facilities in service.

1.6.2 Final approval by the City Engineer shall be granted when the following items are complete:

A. Construction is completed in accordance with the approved construction plans and final inspection items have been completed.

B. All required information including record drawings are submitted to the Public Works and Engineering Department. The City Engineer shall certify the correctness of the record drawing and compliance of construction in accordance with these Standards.

C. Street lighting plans have been approved.

D. Appropriate improvement bonds will be in place and copies provided to the City for the specified period. Bonds shall be provided from bonding companies holding a certificate of authority as an acceptable surety on Federal Bonds (as published annually in the Federal Register). The requirements of each specific bond are defined for the City Webster in the following tables.

IMPROVEMENTS COVERED BY BOND	BOND AMOUNT	BOND TYPE	BOND RELEASE	ACCEPTANCE
Water, sanitary sewer and drainage improvements	10% of total construction cost.	Maintenance bond in the name of the City.	At acceptance by the City.	One year after construction completion
Section 1.01 Paving				
Residential Development	10% of total construction cost.	Maintenance bond in the name of the City	At acceptance by the City.	One year after construction completion
Commercial Development	10% of total construction cost.	Maintenance bond in the name of the City	At acceptance by the City.	One year after construction completion
Arterials	10% of total construction cost.	Maintenance bond in the name of the City	At acceptance by the City.	One year after construction completion

E. All other public entities having jurisdiction have given their approval on the project.

F. The City shall require a sealed certification from the Engineer that all materials installed in the Project are completely in place in accordance with approved plans and specifications.

1.6.3 Final approval by the City Engineer will be documented in writing.

1.6.4 Public Works projects within the jurisdiction limits of City of Webster will be subject to a minimum one (1) year maintenance period. An inspection prior to the end of the maintenance period of a Public Works project shall be conducted by the Public Works and Engineering Department and all other entities having jurisdiction. All facilities shall be operational and in good condition prior to final acceptance of a project.

1.7 Right-of-Way Use Permits

1.7.1 Prior to construction of any facilities, including utility crossings within a street right-of-way, easement, and/or building line, a permit must be obtained from City's Building Department and any other governmental entity having jurisdiction.

1.7.2 The Owner or authorized agent shall submit plans and supporting documents. The Owner or authorized agent shall be responsible for location of all facilities in the area of construction.

1.7.3 Private facilities permitted within a public right-of-way shall be the maintenance responsibility of the private entity. If private facilities are not maintained in good order, the permit shall be void and the facilities shall be removed at the expense of the private entity. Upon request of the City of Webster, or entity having jurisdiction, facilities shall be removed, relocated or replaced at no cost to the City of Webster.

1.8 Approvals and Variances

1.8.1 Approvals required in these Standards are the responsibility of the Owner. Failure to obtain appropriate approvals may be grounds for suspension of construction until appropriate approvals are granted. Specific approval is required for items that are described in these Standards. Items that do not conform to these Standards and are not allowed by specific approval shall be submitted for a variance request.

1.8.2 Specific approval, as required by these Standards, shall be specifically requested by the Owner prior to or at the time of submittal of review plans for the project. All specific approval items shall be granted by the Public Works and Engineering Department in writing.

1.8.3 Construction work related to any specific approval item that has not been approved in writing shall not begin until the Public Works and Engineering Department has granted approval in writing. Any work that proceeds without specific approval will be subject to removal and replacement in accordance with these Standards.

1.8.4 Materials and manufactured items used in construction of a Public Works project shall be approved by the City Engineer prior to installation. Water and sanitary sewer system appurtenances shall be subject to the approval of Public Works and Engineering Department.

Products proposed for approval by the City Engineer shall be locally available from a reputable supplier. A complete submittal of information regarding the proposed approved product and samples of the product shall be submitted to the Public Works and Engineering Department for review. The Public Works and Engineering Department shall review the product information. Final approval of the product for use in construction of public works facilities shall be provided in writing by the Public Works and Engineering Department.

1.9 Variances

Construction plans that do not conform to these Standards, not including items that allow for specific approval by staff, shall be submitted for approval of the variance. Variances to these Standards shall be submitted to the City Engineer. Variance requests should be submitted with pertinent construction plans, right-of-way use permit or other pertinent information. Incomplete variance requests will be rejected until all items are adequately addressed by Project Engineer and the Developer. Construction work related to the variance should not begin prior to approval of a variance. Any work related to the variance that proceeds without approval by the City Engineer of a variance shall be subject to removal and replacement in accordance with these Standards.