



Engineering Plan Review Process

Process for Receiving Plans

1. City receives plans for review at the front desk.
2. Only engineering plans signed and stamped by a registered Professional Engineering shall be accepted for review.
3. All plans received shall be date stamped with the recipient's initials to validate arrival. All plans received after 5 PM shall be processed on the next working day.

Plan Review Process

1. Plans are distributed to different departments for review; including engineering, water and waste water, planning, and fire departments.
2. Once Site Plans and Final Plat are approved by Planning and Zoning Commission, then engineering division starts preparing the invoice to be paid by the client. City does not release plans until the invoice has been paid in full.
3. Allow 10 working days for each plan review and expect some iteration.
4. Preparation of invoice includes the following steps:
 - a. An email is sent to planning for plat approval date. The plat approval date has to come from planning.
 - b. An email is sent to the developer or his engineer for cost of infrastructure within the city right of way. The plans *will not* be approved before the payment of roadway impact fees. The inspection fee is 3.5% of infrastructure cost if date of preliminary plat acceptance is 01/01/04 and thereafter. If preliminary plat acceptance date is between 10/27/03 to 12/31/03, the construction inspection fee is 1.5% of infrastructure cost.
 - c. Water, waste water, and street impact fees are also included in the invoice.
5. Plans will be signed and stamped by engineering staff after approval of Engineering Plans.

Process for Sending Plans

1. A transmittal letter is prepared and attached to the plans transmittal letters.
2. Plans can be picked up after signing the log at the front desk.
3. A courtesy notification email will be sent out when plans are ready, if an email address is provided.

Possible Delays in the Plan Approval Process

- Floodplains: Development must comply with the City of Lancaster Floodplain Management Ordinance. Floodplain Development permit is required.
 - Will a CLOMR be required? If so, allow time for the review of these studies by the City and FEMA. Development may commence upon receipt of CLOMR from FEMA.
 - Will a LOMA be needed? If so, work directly with FEMA. Work may commence upon receipt of LOMA from FEMA.
- Corps of Engineers, CDC and TCEQ permitting - allow time for the permitting process; provide copy of NOI to the City prior to commencing work.
- Right-of-way use agreements, off-site easements, public improvement districts and other property agreements – allow time for these processes.

After Engineering Plan Release

- Once Engineering and Building Plans are “released” for construction, the contractor must contact the Building Division, Building Chief at 972-218-1208 to schedule a pre-construction meeting.