

## City of Moore Infrastructure Improvement Application Form

ITEMS REQUIRED				
<input type="checkbox"/> Completed Application				
<input type="checkbox"/> 1 Complete Set of prints (24" x 36") for each improvement, stapled, and folded				
<input type="checkbox"/> Hydraulic Calculations, including Fire Flow from each hydrant at 20 psi residual. <i>Contact Fire Marshal's Office for more information at 405-793-3473</i>				
<input type="checkbox"/> Detention/Drainage Calculations, including Drainage Report. <i>Refer to June 2021 Drainage Criteria for more information- <a href="https://www.cityofmoore.com/departments/planning-development/public-improvements">https://www.cityofmoore.com/departments/planning-development/public-improvements</a></i>				
<i>Deliver one paper copy of all required materials in a separate package from all building permit submittals to: City of Moore, Planning Dept., Attn: Elizabeth Weitman 301 N. Broadway, Moore, OK 73160</i>				
<input type="checkbox"/> Email all application materials in pdf format to <a href="mailto:planning@cityofmoore.com">planning@cityofmoore.com</a> . All infrastructure improvement plans must be separated from building permit plans and submittals.				
<input type="checkbox"/> Application Fee				
PROJECT TYPE (Select all that apply)				
<input type="checkbox"/> Public Water Line Extension	<input type="checkbox"/> Public Sewer Line Extension	<input type="checkbox"/> Public Drainage System	<input type="checkbox"/> Public Fire Line	<input type="checkbox"/> Public Paving
<input type="checkbox"/> Private Drainage/Detention	<input type="checkbox"/> Private Paving	<input type="checkbox"/> Other:		
APPLICANT INFORMATION				
Developer Company Name		Developer Contact Name		
Email		Phone Number		
Engineer Company Name		Engineer's Contact Name		
Email		Phone Number		

***I certify that I am an authorized signer for this permit application and that the statements in this application are true and correct to the best of my knowledge and belief, that all construction work under this permit will comply and conform to the attached plans, specifications, and drawings. I acknowledge that construction may not begin until the plans are approved, a Work Order has been issued, all fees have been paid, and all bonds turned in to the City of Moore Community Development Department. Once the Work Order is issued, I accept and agree to comply with all requirements, terms, conditions and provisions associated with the permit, including all applicable City Ordinances. I further agree to comply with all city ordinances pertaining to the Building Code, Subdivision Regulations and Zoning Ordinances of the City of Moore, Oklahoma, this includes having all work inspected and approved by the City of Moore Construction Inspector. Any misrepresentation of these statements will void this permit. Further, I certify that this application and the included documents are accurate and complete to the best of my knowledge.***

Engineer Signature	Date
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## City of Moore Procedure for "As-Built" Record Drawings.

The following information is required for all as-builts, clearly labeled, as applicable for your individual project:

### Plat

- Parcels;
- Rights-of-Way;
- Subdivisions;
- Easements;
- Curb; and
- Road Centerlines.

### Public Water Utility

- Waterlines with size and materials;
- Fire hydrants;
- Valves;
- Service connections; and
- Fittings (Reducer, Tee, Plug, etc).

### Public Sanitary Sewer Utility

- Gravity flow sewerlines with size and materials;
- Force main sewerlines with size and materials; and
- Manholes with flow line elevations.

### Public and Private Storm Drainage Utility

- Pipes with size, material, upstream and downstream elevation and slope;
- Ditches and swales with materials, upstream and downstream elevation, and slope;
- Discharge structure with material, rim elevation, and invert elevation;
- Junction chamber;
- Stormsewer manholes with rim elevation, invert elevation and invert depth;
- Stormsewer inlets with rim elevation, invert elevation and depth;
- Storm discharge points;
- Stormwater weirs with material;
- Storm culverts with material and diameter;
- Storm open drains; and
- Detention ponds with area in square feet.

## Digital Data Format

As-Builts for all public improvements, private drainage systems, and plats are required and must be submitted in electronic formats as shown below:

1. PDF Format
  - a. The file must include all plan sheets and detail sheets with all comments, changes or other markings in RED.
  - b. The sheets must be combined into a single file.
2. Digital Format in one of the following options:
  - a. AutoCAD File
    - i. The file must contain the base file showing the approved public improvements and the revisions to the drawings with the existing conditions and external references.
    - ii. **BIND and Explode All Xrefs used in as-built drawings**
    - iii. The file must be AutoCAD version 10 or earlier.
    - iv. The file must be in Oklahoma State Plane Coordinates, South Zone, NAD 1983 HARN/CORS 96 (feet) and referenced to the City of Moore Control Monument network.
    - v. Sheet Layouts are not required within the CAD File.
    - vi. Civil 3d drawings must be exported using the "EXPORTC3DDRAWING" command with the following export settings:
      1. 2010 DWG File Version
      2. Export feature lines as 3d
      3. Bind and Explode External DWG References
  - b. The As-Built records must be submitted to [Planning@cityofmoore.com](mailto:Planning@cityofmoore.com)

## As-Built Submittal Timelines

Upon the completion of Infrastructure Improvements (including streets, storm sewer, detention, drainage, sanitary and water main improvements), you are required to submit the pdf and digital copies of as-built drawings. The City of Moore will allow the filing of the plats prior to as-built submission, however, all as-built records are required to be submitted in the correct format that is importable into the City's GIS system by the following:

**Residential-** within 90-days from the filing date of the plat. If the importable as-built records are not submitted and accepted within 90-days, building permit issuance and/or inspections will be suspended for the entire addition.

**Commercial-** A final Certificate of Occupancy will not be issued until the importable as-built records are submitted and accepted.

### Fee-in-Lieu of As-Built Plans

The design engineer or project owner/developer may authorize the City to collect as-built data for a fee in lieu of providing the as-built plan data to the City. This option may be selected at any time. The fee is set as provided in the adopted City of Moore Fee Schedule.

As-Built Collection Fee. By selecting this option, I give the City of Moore and its contractors permission to access the property for the purpose of surveying and/or collecting data on infrastructure improvements.

***I certify that I have read, understand, and accept the City of Moore As-Builts Requirements. I agree that a permanent occupancy permit will not be granted until importable as-built drawings are received by the City of Moore, or for residential projects, permits and inspections may be suspended if importable as-builts are not provided to the City of Moore within 90-days of completion of the infrastructure improvements.***

Engineer Signature	Date
Developer Signature	Date