



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
P.O. BOX 839966 | SAN ANTONIO TEXAS 78283-3966



TO: Development Services Customers
SUBJECT: **INFORMATION BULLETIN 567**
Street Improvement Permits
DATE: January 11, 2019
CREATED BY: Land Development Division/Plan Review Division

Purpose:

The purpose of this Information Bulletin is to clarify how the Development Services Department (DSD) issues permits for modifications of existing streets, medians, intersections, and other areas of City right-of-way when such modifications are part of the approved project scope for new development within the City. These modifications are usually required mitigations associated with the approved Traffic Impact Analysis for a specific development. This bulletin is intended to assist our customers by providing information on the submittal requirements, process of review and permitting, and the inspection of these more extensive improvements located in the right-of-way.

Scope:

Successful installation of improvements to City streets and other infrastructure is a joint coordinated effort between DSD and the Transportation & Capital Improvements (TCI) Department and thus submittals of this type must be reviewed by staff from both areas. This will include staff from DSD streets and tree preservation as well as TCI storm water, traffic, right of way management, and signal operations (if necessary). Historic review and Addressing may be required when applicable. Permits that require lane or sidewalk closures would not be issued until the lane/sidewalk closure permit was obtained from ROW Management.

This permit is intended for work related to private development, not work through TCI projects or work through Bexar County or TxDOT projects. The types of street improvements that are covered under this permit are:

Pavement Widening
Deceleration and Acceleration Lanes
Left Turn Lanes
Median Alterations
Median Install

Pavement Striping
Traffic Signage
Alley Improvements
New or modifications to Signal Lights
Pedestrian Crossing
ADA Modifications

This Street Improvement process is not intended to include typical sidewalk or drive approach permits, unrelated to other street improvements. These sidewalk and approach improvements are currently permitted through an over-the-counter process without additional review as long as they are associated with an approved building permit. In addition these standalone commercial sidewalk and drive approach permits may only be pulled by licensed flatwork contractors registered with DSD.

Street improvements such as listed above may involve sidewalk, and curb work. In this case the sidewalk, curb and approach work would not need a separate flatwork permit. Street Improvement permits while they may involve sidewalk and curbs may only be pulled by contractors approved by TCI for work in the right of way (see information below).

DSD Plan Submittal Requirements:

At this time only paper copies of plans for these submittals may be submitted. Submittal packages should be delivered to the DSD for processing by the commercial plan intake team. The following items will be required for a complete submittal;

1. Three (3) complete full-size copies (24" x 36") of the plans must be submitted, signed and sealed by the engineer. Civil plans should conform to UDC Appendix B, Section 35- B120.
2. A completed [Commercial Project Application](#), as well as submittal of the attached Street Improvement Form. On the Commercial Project Application, the Street Improvement work is a type of Minor Structures on page 3 (section V). The application may be left blank after Section VI Contact Information other than the signature.
3. A tree affidavit signed by the engineer or owner's representative indicating if any significant trees are to be removed or impacted by these improvements. See [IB 552](#) for more information.
4. If traffic signal improvements are included in the scope of work, the submittal should include electrical plans with applicable details, signed and sealed by the electrical engineer.

Contractor Information

If the contractor for the work is unknown at the time of submittal, that section of the Street Improvement Form may be left blank, but the contractor information will be required prior to issuance of the permit. If the scope of work requires the placement of new pavement or the modification of existing medians then the contractor will have to be listed with Right of Way Management (TCI) and be currently bonded in accordance with

City Code, Chapter 29-Article IV, in order to obtain the permit.

TCI ROW Management Lane Closure Permits

Prior to issuance of this permit a right of way lane closure permit will be required by Right of Way Management indicating the phasing of lane closures for the scope of work, the time period in which the work will occur, and the traffic control plan at all stages. Once the lane closure permit is successfully obtained and the contractor information is verified, the ROW Management review will be approved for the Street Improvement Permit type, and the permit may be issued by DSD upon payment of final fees.

Fees

The fees for this permit type will be assessed in accordance with City Code, Chapter 29-Article III and the DSD fee schedule for Special Service review fees. The plan review fee will be a total of \$300 (\$100 each for Traffic, Tree and TIA reviews). There are no charges for Drainage, or ROW Management reviews or other review disciplines if needed. Re-submittal fees may apply as per the DSD fee schedule. The permit fees will be based on the amount of flatwork and additional curb to be placed in accordance with the scope of work. Additional tree fees may be assessed at the permitting stage based on the scope of work and the trees/canopy present at the site. The permit fees are payable at issuance. All fees will be due at the time of permit issuance.

Inspections:

Inspections will be required for the applicable disciplines in order to verify construction according to approved plans and to final the permit. Contractors are encouraged to meet with inspectors prior to beginning the improvements to discuss the project scope and phasing. DSD inspections can be scheduled on-line or through the customer service call center at (210) 207-1111.

For right-of-way improvements that include a signal component, the installation and activation of the system will have to be coordinated with TCI Signal Operations and CPS energy. An electric trade permit will have to be obtained by a licensed electrician. The point of contact for TCI Signal is Marc Jacobson, P.E. and the phone number is (210) 207-4574

Specific questions pertaining to the installation and inspection of these improvements can be directed to the Traffic Inspections Supervisor, at (210) 207-0281. Specific questions pertaining to the permitting and review of these improvements can be directed to the Traffic Plan Review Supervisor at (210) 207-0113.

Summary:

This Information Bulletin is for informational purposes only.

Prepared by: Kevin Collins, P.E.

Reviewed by: Richard Chamberlin, P.E.

Andrew Espinoza, Development Services Manager. CBO, MCP

Jackie Corona, Management Analyst

Authorized by: Melissa Ramirez, Assistant Director

Terry Kannawin, Assistant Director



CITY of San Antonio
 Development Services Department
 1901 S. Alamo
 San Antonio, Texas 78204

STREET IMPROVEMENT FORM

Telephone Number (210) 207-1111
www.sanantonio.gov/dsd

Y N	Is there a BUILDING PERMIT or PLAT associated with this work?	If yes, provide the AP # or Plat #
Y N	Are you doing work on a private/non-public street? For example, work in a gated community is normally considered a private street.	If yes, a City permit is not required
Initial	<p>Prior to commencing work in the City's right-of-way, you must also obtain a lane and/or a sidewalk closure permit. Please contact TCI Right-of-Way Management at 210.207.6949 or 210.542.8921 to obtain the permit.</p> <p>Items in RED font below will always require a lane closure permit for a specific time period of work.</p>	

TYPE OF WORK (Circle all appropriate); **PAVEMENT WIDENING** **DECELERATION LANE**
LEFT TURN-LANE **MEDIAN ALTERATION** **MEDIAN INSTALL** **STRIPING** **SIGNAGE**
ALLEY IMPROVEMENT **NEW/EXISTING SIGNAL** **PEDESTRIAN CROSSING**
ADA MODIFICATIONS

New Pavement Area: _____ Sq. Ft. New Curb: _____ (LF)

*Note: Various Types of work above may include curb and sidewalk work.
 However, for Sidewalk and Drive Approaches Only - Use Separate Application for [Flatwork Permit](#)
 Civil Plans Included for Submittal with this Application Should Conform to UDC Appendix B, 35-B121

Company Name:	TCI Status Active: YES [] or NO []	Escrow: YES [] or NO []
Authorized Agent Name:	Contact ID#: AC	
Telephone:	Email:	

PLEASE BE ADVISED THAT IF THIS WORK IS NOT ASSOCIATED WITH A COMMERCIAL OR RESIDENTIAL BUILDING PERMIT AND ANY OF THE FOLLOWING APPLIES, ADDITIONAL REVIEWS AND APPROVALS MAY BE REQUIRED PRIOR TO THIS PERMIT BECOMING VALID:

1. Trees in the Right-of-Way to be removed or impacted by construction. Work-site is located in the floodplain or a historic district
2. Work is being proposed within an unimproved public alley or street Right-of-Way
3. Work is associated with an approved Traffic Impact Analysis for a plat or an MDP

SIGNATURE OF PERMIT HOLDER: _____
 By signing I understand the limitations to the permit listed above and possible requirement to remove work if non-compliant.

AS PER CITY CODE, CHAPTER 29 - ARTICLE IV, FOR SCOPE OF WORK INCLUDING EXCAVATION IN ROW CONTRACTOR MUST BE LISTED WITH TCI-ROW MANAGEMENT TO OBTAIN THIS PERMIT. A DOUBLE FEE WILL APPLY FOR FAILURE TO OBTAIN A PERMIT BEFORE STARTING WORK. FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN A PROCESSING DELAY.