

FORT BEND COUNTY

CIVIL SITE PLAN SUBMITTALS

Civil site plans are required for all commercial developments, roadway improvements, and public infrastructure projects in Fort Bend County. These plans are required to ensure compliance with county, state, and federal laws and regulations, as applicable to the site.

- 1) Determine if your property is located within a Municipal Utility District (MUD) or Levee Improvement District (LID).
 - If you are located in one of the abovementioned districts or are intending to subdivide or combine tracts, you are **required to plat** the property. See the [Online Map](#) to determine applicable MUD or LID.

- 2) Hire a licensed engineer (P.E.) to prepare civil plans.
 - Cover sheet with the name of the plans and county signature blocks
 - Site layout showing all proposed improvements with dimensions
 - Grading and drainage plans
 - Utility plan (water, sanitary, storm, pipelines)
 - SWPPP
 - Traffic Control plan – for lane closures during driveway construction and ROW work
 - Photometric plan and cut sheets
 - Submit PDFs to Lighting@fbctx.gov
 - Signing and Striping plan – for roadways, school zones, parks, etc., as applicable
 - [Standard Detail](#) sheets, as applicable

- 3) The engineer will submit the plans for review to the following:
 - Fort Bend County Engineering
 - Email plans and [transmittal letter](#) to EngReviews@fbctx.gov
 - Submit review fee payment based on the [fee schedule](#)
 - Online payment through [ACI portal](#)
 - Check made out to FORT BEND COUNTY
 - Fort Bend County Drainage District
 - Email plans to FBCDDReviews@fbctx.gov
 - Provide [Project Submission Form](#) with the submittal
 - The governing MUD, LID, or Fresh Water Supply District (FWSD)
 - Photometric plan and cut sheets to Lighting@fbctx.gov
 - Two sets of Architectural plans to Fort Bend County Fire Marshal with review fee
 - Architectural plans to Fort Bend County Environmental Health, if providing food service
 - The Health Department will review architectural plans but will not approve the plans until a Development Permit is applied for online.
 - This approval is not required for civil site plan approval by the FBC Engineering Department but will be required for Development Permit approval
 - Septic system design to Fort Bend County Environmental Health, if applicable
 - Full set of civil plans to city, as applicable
 - Other agencies, as applicable

- 4) If the proposed project is located within an Extraterritorial Jurisdiction (ETJ) of a city, public infrastructure plans (water, sewer, roads, etc.) require city and county approval.
- 5) Comments from applicable county departments and reviewing entities will be returned to the engineer to address deficient items on the plans. Once addressed, the engineer will resubmit to the reviewing departments and agencies for approval.
- 6) The engineer will submit signed and sealed drawings to Fort Bend County Engineering for signature. The following are required before Fort Bend County Engineering can approve and sign a final set of civil plans:
 - All previous engineering department comments addressed
 - Fort Bend County Drainage District approval
 - Fire Marshal approval
 - Letter of no objection from MUD, LID, FWSD, and any applicable management or improvement district, as applicable
 - Lighting plan approval
 - City approval, if applicable
 - Other approvals, as noted on the plan review letter
- 7) A notice will be sent to the applicant once plans have been approved and signed by the County Engineer.
- 8) The applicant will scan the approved plans and submit a PDF of the plans and a completed Open Records Release form (provided via email) to Fort Bend County Engineering for their records.
- 9) The owner and/or applicant may begin the Development Permit process by creating an application online at MyGovernmentOnline.org and upload the approved civil plans.

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An approved set of civil plans must be on the construction site at all times. Any deviation or change from the approved set of plans must be approved by Fort Bend County Engineering.

Changes to drainage and/or detention will require Fort Bend County Drainage District review and approval, in addition to Fort Bend County Engineering approval.

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If you have any questions about civil site plan submittals, please email Development staff with the Fort Bend County Engineering Department at Development@fbctx.gov