



## Rogers Water Utilities Standard Operating Procedures

**Policy Title:** Engineering Plan Review Fees

**Approved By:** Rogers Waterworks & Sewer  
Commission – 6/2019

**Revision Summary:** Created – 6/2019

### PURPOSE

The purpose of this policy is to:

- Encourage communication from applicants & designers
- Incentivize the initial submission of complete, high quality plans
- Reduce the review period and number of times a plan must be reviewed prior to approval
- Recoup a portion of costs related to multiple subsequent reviews of site development plans

### APPLICABILITY

This policy shall apply to all site development plans prepared by engineering consultants for private developers. Projects may include large scale developments and commercial / residential subdivisions.

This policy shall not apply to projects performed under the direction of the City of Rogers, Rogers Water Utilities, or other public works entity. This policy shall not apply to plumbing plans (i.e. building interior plumbing).

Informal inquiries requiring clarification of specific items in plan review guidelines (which may be accompanied by plan exhibits for clarification) do not constitute a plan submittal and will not be considered as such.

### POLICY

No plan review fees shall be assessed for a pre-design meeting or for the first three project submittals. Beginning with the 4<sup>th</sup> Submittal, plan review fees shall be assessed for each submittal per the following schedule:

Submittal #	Minimum Fee	\$10,000 < Utility Construction Estimate < \$50,000	Maximum Fee
4 <sup>th</sup> Submittal	\$100	1.00% of the cost of water & sewer construction	\$500
5 <sup>th</sup> Submittal	\$200	2.00% of the cost of water & sewer construction	\$1,000

6 <sup>th</sup> & Subsequent	\$300	3.00% of the cost of water & sewer construction	\$1,500
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Plan review fees will not be assessed for any submittal following the conditional approval of plans. In order to be granted conditional approval, the development plans must satisfy all items as outlined in the current [plan review checklist](#) and the conditions of approval may not exceed ten minor comments (i.e. revisions that will not significantly affect the overall design).

Payment shall be made prior to the commencement of plan review in the form of a check or by credit card at the RWU administration office at 601 S. 2<sup>nd</sup> St., Rogers, AR 72756. An engineering estimate must accompany the plans unless the maximum fee is paid.

RWU retains the option to grant a waiver of plan review fees. A waiver may be considered if:

- The 1<sup>st</sup> submittal represents a complete set of plans, and new comments are generated by a review agency upon resubmittal, or
- Circumstances causing the resubmittal of plans are shown to be unforeseeable given a reasonable level of diligence during the pre-design phase.

Any such waiver or other deviation from this policy shall be documented and approved by the Utility Engineer.