

Design Concept Report Intake Form

Project Name

Project Identification #

Month, XX, 202X

Design Concept Report Intake Form

Purpose & Process

The **Design Concept Report (DCR) Intake Form** is a standard form to be completed by an **external agency** to demonstrate interest in undertaking a project within the City of Houston’s boundaries. It outlines basic information that helps to determine whether the project warrants the DCR process or not. Houston Public Works’ (HPW) Interagency - Planning will determine, based on the external agency’s responses on this form, whether a DCR needs to be undertaken. This form must be completed and submitted to Interagency electronically.

1. DCR Needed:
   * **All reconstruction projects require a DCR**. If it is determined that a DCR is needed, the external agency will work with HPW to create a DCR for the project. The process and details for conducting a DCR will be outlined by the Interagency coordinator for your project. A DCR will typically be needed for a full roadway reconstruction project or a drainage project.
2. DCR Not Needed or Lite DCR:
   * Projects that may **not** need a DCR include resurfacing, mill overlay, panel replacement, sidewalk panel replacement, or other surface projects of that nature. If it is determined that a DCR is not needed, the following process will be followed:
     1. A collation of all previous and current documentation, design concepts related and relevant to the project will be presented to Interagency coordinator for review. A cover letter clearly outlining the project need, limits, brief history, proposed improvements, and any other relevant information should be included.
     2. Interagency coordinator will review and process the information and request additional information, if needed.
     3. Interagency coordinator will notify external agency in writing of approval and project will continue with development.

* Lite DCR includes project that needs minor analysis or documentation by HPW Service Lines. Interagency coordinator will notify external agency in writing of the requests.

A picture containing diagram

Description automatically generated

Design Concept Report (DCR) Intake Form

**Entity Name:**

**Project Title/Project ID or WBS Number:**

**Does this Project only include resurfacing, mill overlay, panel replacement, sidewalk panel replacement, or other surface projects of that nature:** Yes\_\_\_ No\_\_\_

**Is it estimated that any real estate right (land ownership / permanent easement / temporary construction easement / crossing permit / letter of no objection) might need to be acquired for this project?** Yes\_\_\_ No\_\_\_ If Yes, please describe below in Table 1.

**Is it likely this project might cause impact to any landowner or tenant by eliminating or modifying their existing property use such as driveway, parking, alley access, landscape, sign, other?** Yes\_\_\_ No\_\_\_ If Yes, please describe below in Table 1.

**Project Need & Purpose:**

**Project Location and Limits** (Attach Map)**:**

**New Project:** Yes\_\_\_ No\_\_\_If No, please reference previously approve/on-going project

**Planned/Expected Date:**

* **Design:**
* **Construction:**
* **Phased Project:** Yes\_\_\_ No\_\_\_

**Source(s) of Funding** (TIRZ, Grant, CIP etc.):

**TIRZ Budget** (Identified in TIRZ CIP Budget): Yes\_\_\_ No\_\_\_ If yes, include copy

**Planned Maintenance** (TIRZ, Management District, COH etc.):

**Table 1**

Complete table below with information that this project is potentially impact

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COMPONENT** | **EXISTING** | **PROPOSED** | **NOTES** | **HPW COMMENTS**  (For City Use Only) |
| **City of Houston Strategies** |  |  |  |  |
| COH Major Thoroughfare Plan Designation |  |  |  |  |
| COH Bike Plan Designation |  |  |  |  |
| COH Vision Zero Initiatives:   * COH High Injury Network * Crash and Safety Factors * Other |  |  |  |  |
| Metro Next Transit Corridor |  |  |  |  |
| Resiliency Initiatives   * Green Stormwater Infrastructure Plans * Other Plans |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COMPONENT** | **EXISTING** | **PROPOSED** | **NOTES** | **HPW COMMENTS** |
| **Vehicle Lanes** |  |  |  |  |
| * Number |  |  |  |  |
| * Width |  |  |  |  |
| * On-street Parking |  |  |  |  |
| * Pavement Type |  |  |  |  |
| * Bicycle |  |  |  |  |
| **Pedestrian Realm/Back of Curb** |  |  |  |  |
| * Sidewalks |  |  |  |  |
| * Crosswalks |  |  |  |  |
| * Pedestrian Amenities |  |  |  |  |
| * ROW width |  |  |  |  |
| * Low Impact Development (LID) Features |  |  |  |  |
| Fire Hydrant(s) |  |  |  |  |
| **Drainage** |  |  |  |  |
| * Inlets/Storm Sewer |  |  |  |  |
| * Open Ditch |  |  |  |  |
| **Real Estate** |  |  |  |  |
| * Acquisition Estimate   Land Ownership  Permanent Easement  Temporary Construction Easement  Crossing Permit  Letter Of No Objection |  |  |  |  |
| * Existing Use   Elimination / Modification |  |  |  |  |

**Submitted By:**

**EOR/Project Manager/Organization (including name and address):**

**Email/Phone Number:**

**Date:**

**Please submit this form electronically to:** [**InterAgencygroup@houtx.onmicrosoft.com**](mailto:InterAgencygroup@houtx.onmicrosoft.com)

**With subject heading: DCR Intake Form – *(Project Name and Agency)***

**Project Resources:**

City of Houston Planning Department:

* Major Thoroughfare Plan Information: [MTFP (houstontx.gov)](http://www.houstontx.gov/planning/transportation/MTFP.html)
* Houston Map Viewer (MTFP, Platting Information): [Houston Map Viewer (houstontx.gov)](https://mycity.houstontx.gov/houstonmapviewer/)
* Vision Zero: [Houston Vision Zero (houstontx.gov)](http://www.houstontx.gov/visionzero/index.html)

Houston Public Works:

* Build Houston Forward: [ReBuild Houston is now Build Houston Forward](https://buildhoustonforward.org/)
* Geolink (Utilities): [Geolink (houstontx.gov)](https://mapsop1.houstontx.gov/portal/apps/sites/#/geolink)

**Interagency Contact Information:**

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**Table 2 (For HPW Use)**

Explanation is needed for this Table 2

|  |  |  |
| --- | --- | --- |
| **COH/HPW DEPARTMENT OR SUBJECT MATTER EXPERT** | **TRIGGERS INVOLVEMENT (Y/N)** | **COH/HPW DEPARTMENT COMMENTS** |
| Wastewater |  |  |
| Water |  |  |
| Drainage Operations |  |  |
| Street Maintenance |  |  |
| Traffic |  |  |
| Fire Dept |  |  |
| Planning Dept |  |  |
| Real Estate |  |  |
| Other Departments:   * Dept 1 * Dept 2 |  |  |
| WBS Number Assigned? \_\_\_\_ Y \_\_\_\_N Number: | | |

**Review #1:**

Initial COH/HPW Review Meeting Date:

**Referred Back to External Agency:**

Date:

Comments included in HPW Comments Column in **Table 1**: Y\_\_\_N\_\_\_

Comments included in **Table 2**: Y\_\_\_N\_\_\_

Additional HPW Comments: