

# **GUIDE BOOK ON LODGEMENT OF DEVELOPMENT SUBMISSIONS**

**DEVELOPMENT &  
BUILDING CONTROL**



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# INTRODUCTION

## **What is lodgement ?**

A self-declaration scheme where proposed works are checked and declared by a Qualified Person (QP) to be in full compliance with the prevailing code of practice, standards and guidelines.

## **Benefits of lodgement ?**

- Cuts down time required for submitted plans to be reviewed by LTA and proposed works can commence as soon as the required plans are lodged with LTA
- No resubmissions are required

# INTRODUCTION

## **Background of lodgement scheme**

### **April 2004**

The Lodgement scheme for Street Plan was introduced for landed housing developments not affected by Road Reserve Lines (RRL).

### **January 2006**

The Lodgement scheme for Street Plan was expanded to cover 8 types of developments.

### **March 2013**

Lodgement scheme for Street Plan was further expanded to cover 8 existing types of developments that are affected by the road reserve lines.

### **August 2016**

Lodgement scheme for DC plan is implemented for landed house developments.



# CHAPTER 1

## DC LODGEMENT

# WHICH DEVELOPMENTS QUALIFY FOR DC LODGEMENT?

All **Landed housing developments** qualify for lodgement except the following:

- ✓ The development plots(s) is/are affected by Road Reserve Lines
- ✓ The proposal comprises of more than one individual dwelling unit only. (i.e proposal does not comprise of multiple dwelling units of houses)
- ✓ Change in traffic scheme (eg. proposed external works do not include relocation of humps, bus stop, road marking, traffic signs etc.)
- ✓ Relocation of access to another road frontage
- ✓ Proposed works within the road structure safety zone (RSSZ)
- ✓ Proposed works within the influence zone of tunnel reserve (developments that are within 50m of line of tunnel reserve are required to pre-consult LTA before lodging DC plans)

# WHICH DEVELOPMENTS QUALIFY FOR DC LODGEMENT?

For DC plan submissions involving the relocation of existing street lampposts and/or OG boxes, the QP(Architect) shall advise QP (Civil/M&E) to forward the proposal for approval with a cut out plan of the affected streetlights, lighting control boxes and proposed positions with the inventory ID (lamppost no.) and road name attention to:

**Engineer-In-Charge,  
Lighting & Facilities Dept,  
Road Asset Management Division,  
71 Chai Chee Street  
Blk 3 Level 3  
Singapore 468981**

The QP (Architect) shall also co-ordinate with all other technical agencies on whether the new lamppost location are acceptable to all parties. The proposed relocation of the lamp post shall comply with LTA's requirement and the developer/owner shall bear the cost of lamp post relocation.

# HOW TO LODGE THE DC LAYOUT PLANS?

1. Under the DC lodgement scheme, the QP (Architect) shall ensure and self-declare that the proposal is in compliance with LTA's requirements stipulated in the prevailing code of practice, standards and guidelines.
2. The QP shall lodge the DC plans via CORENET
3. In the CORENET form, the QP is required to select the scope of proposed works:
  - (i) **Developments with NO proposed external works**
  - (ii) **Developments with proposed external works**

Lodgement of Development Control Submission

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### Lodgement of Development Control Plan

#### Section III Declaration

1.	Please tick one of the following: 1.1. Lodgement for Approval of Development Control Plan for landed house development with <b>NO</b> proposed external works 1.2. Lodgement for Approval of Development Control Plan for landed house development with proposed external works	<input type="checkbox"/> <input checked="" type="checkbox"/>
2.	I confirm that I have prepared the plans in compliance with LTA's requirements and Code of Practice for Street Works Proposals Relating to Development Works. I also confirm that the owner/developer of the subject proposed development has been informed and he had agreed with the proposed layout and details shown in the Development Control Plan. The submitted digital drawings are prepared in compliance to CP83.	<input checked="" type="checkbox"/>
3.	I confirm that the Development Control Plan for the proposed landed house development meets the following criteria: 3.1 The development land plot(s) is/are <b>NOT</b> affected by the Road Reserve Line. 3.2 The proposal is for one individual dwelling unit only. (i.e proposal does not comprise multiple dwelling units) 3.3 No change in traffic scheme (eg. proposed external works do not comprise relocation of hump, bus stop, etc) 3.4 No relocation of access to another frontage 3.5 No proposed works within the Road Structure Safety Zone (RSSZ) 3.6 No proposed works within the influence zone of road tunnel reserve. (Proposed developments that are within 50m from the road tunnel reserve are to confirm with LTA if their developments are eligible for lodgement.)  <b>Note: Proposals that do not meet <u>ANY</u> of the above criteria shall not be lodged.</b>	<input checked="" type="checkbox"/>



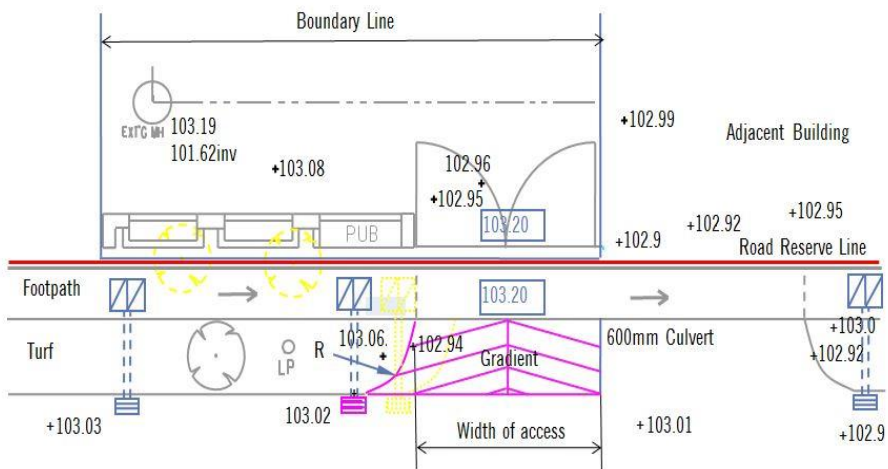
# WHAT TO SUBMIT?

- Completed application form “LTADBCRoad.xfd”
- One set of DC plans including:
  - Site plan
  - Floor plans
  - Section plans (including road features)
  - Elevation plans
- Topographical plan
- Latest site photos (with date stamp) showing the existing frontage of landed house (Date of photos taken shall not precede the date of DC lodgement by more than a month)

## UPON SUCCESSFUL LODGEMENT...

4. After successful submission of the plans in Corenet, the QP will receive an auto-acknowledgement letter containing either one of the following advices:
  - (i) Submission of the Building Plan to this Division for BP and CSC clearance is not required as there are no proposed works within the road reserve.  
OR
  - (ii) The PE is required to lodge the street plan submission with LTA together with a set of approved layout plans and a copy of written permission from **URA**. CSC clearance is necessary for the proposed development.

# WHAT TO SHOW ON SITE PLAN & 1<sup>ST</sup> STOREY PLAN?



1. Show road features to be deleted in dotted yellow lines, proposed road features in magenta, existing in blue

6. Proposed top level of culvert to be higher than road edge level

2. Indicate road reserve line in bold red

7. Show location of meter compartment

3. Indicate width of proposed access and footpath

8. Show proposed location of lamp post affected by proposal, if any

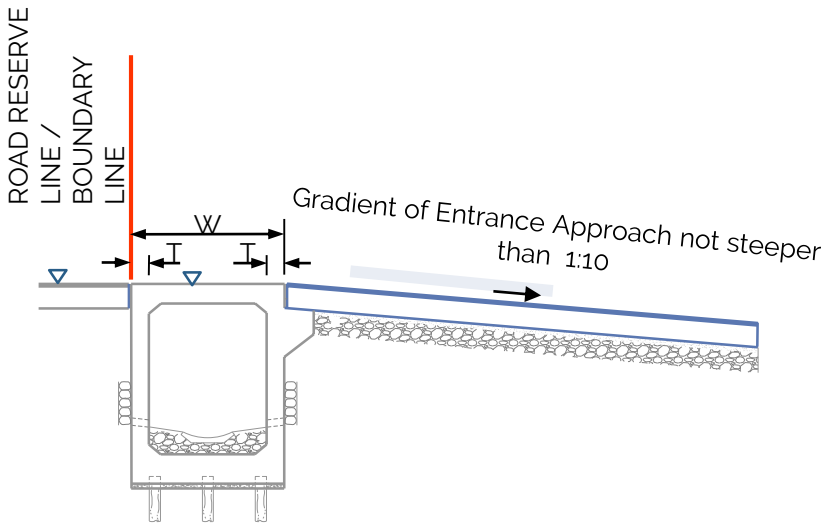
4. Indicate proposed turning kerb radius

9. Show proposed drop inlet chamber at tangent points of turning radius

5. Show gradient of proposed entrance approach and spot levels along the road edge and existing/proposed entrance culvert

10. Show position of pedestrian side gate, if any

# WHAT TO SHOW ON CROSS SECTIONAL PLAN?



- Show corresponding levels of proposed development, top of entrance culvert and existing road edge .
- Show gradient of entrance approach.
- Ensure entrance approach is flat and is higher than road edge level.



# CHAPTER 2

## STREET PLAN LODGEMENT

# WHICH DEVELOPMENTS QUALIFY FOR STREET PLAN LODGEMENT?

Street Plan lodgement is applicable for all types of development except **commercial developments and mixed-used development**. The lodgement scheme is **NOT** applicable for street plans that involve the following types of works:

- Construction of a new street
- Continuation or widening of an existing street
- Conversion of streets meant for foot traffic to vehicle traffic and vice versa
- Introduction or modification of any road related facilities, such as bus stop and pedestrian overhead bridge, covered linkway etc
- Modification of existing traffic scheme or introduction of new traffic scheme.

For street plan submissions involving the relocation of existing street lampposts, the PE shall forward the proposal for approval with a cut out plan of the affected streetlights, lighting control boxes and proposed positions with the inventory ID (lamppost no.) and road name attention to:

**Engineer-In-Charge,  
Lighting & Facilities Dept,  
Road Asset Management Division,  
71 Chai Chee Street  
Blk 3 Level 3  
Singapore 468981**

The PE shall also co-ordinate with all other technical agencies on whether the new lamppost location are acceptable to all parties. The developer/owner shall bear the cost of lamp post relocation. The proposed relocation of the lamp post shall comply with LTA's requirement

# HOW TO LODGE THE STREET PLANS?

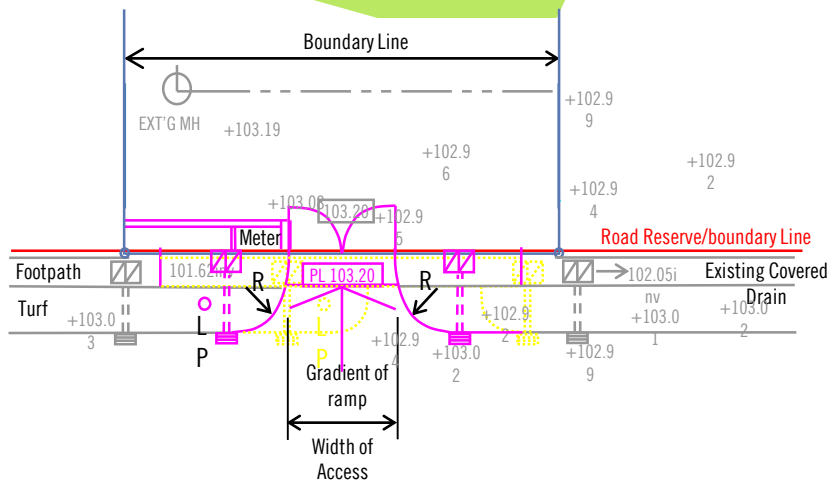
1. Under the lodgement scheme, the PE shall ensure and self-declare that the street plans submitted are in compliance with the Street Works Act and its Regulations, prevailing code of practice, standards and guidelines.
2. The PE shall lodge the street plans via CORENET after the Development Control (DC) clearance or DC lodgement acknowledgement has been obtained from LTA. Details of the street plans shall follow the approved DC layout plan.
3. PE will receive an auto-acknowledgement through CORENET .
4. The PE shall apply for Certificate of Statutory Completion (CSC) clearance upon completion of the street works.

# WHAT TO SUBMIT?

- Completed Application Form “LTA-DBCRoads.xfd”
- A copy of the URA's Written Permission together with the approved plan
- A set of street plans
  - Site plan
  - Longitudinal section plans
  - Cross section plans
- A copy of LTA's DC Clearance letter/ Lodgement acknowledgement letter



# WHAT TO SHOW ON SITE PLAN & 1<sup>ST</sup> STOREY PLAN? –DEVELOPMENTS NOT AFFECTED BY ROAD RESERVE



1. Show boundary line and road reserve line

5. Show existing open/covered drains

2. Show existing turf area

6. Show existing drop inlet chambers

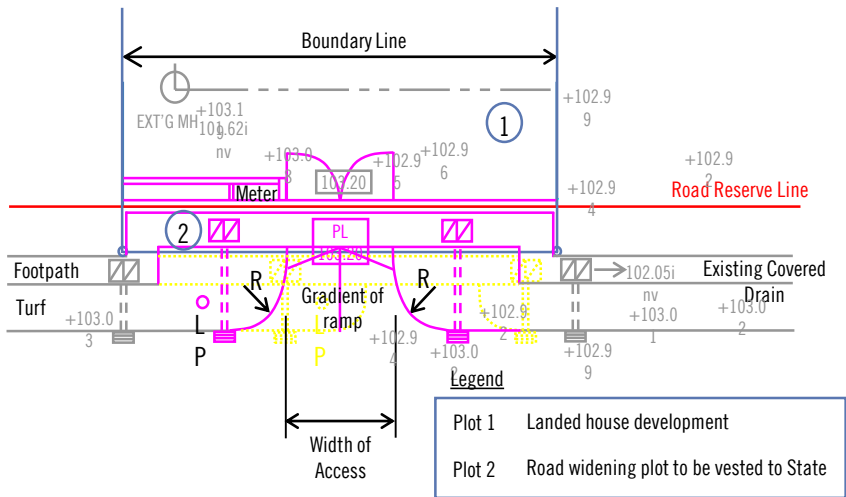
3. Indicate existing road levels, proposed culvert & internal platform levels

7. Show existing lamp posts, OG box, traffic signs, manholes

4. Show footpath and kerb line

8. Show existing traffic markings, road hump, zebra crossing

# WHAT TO SHOW ON SITE PLAN & 1<sup>ST</sup> STOREY PLAN? – DEVELOPMENTS AFFECTED BY ROAD RESERVE



1. Show boundary line and road reserve line

6. Show existing drop inlet chambers

2. Show existing turf area

7. Indicate existing road levels, proposed culvert & internal platform levels

3. Show road widening plot and the legend

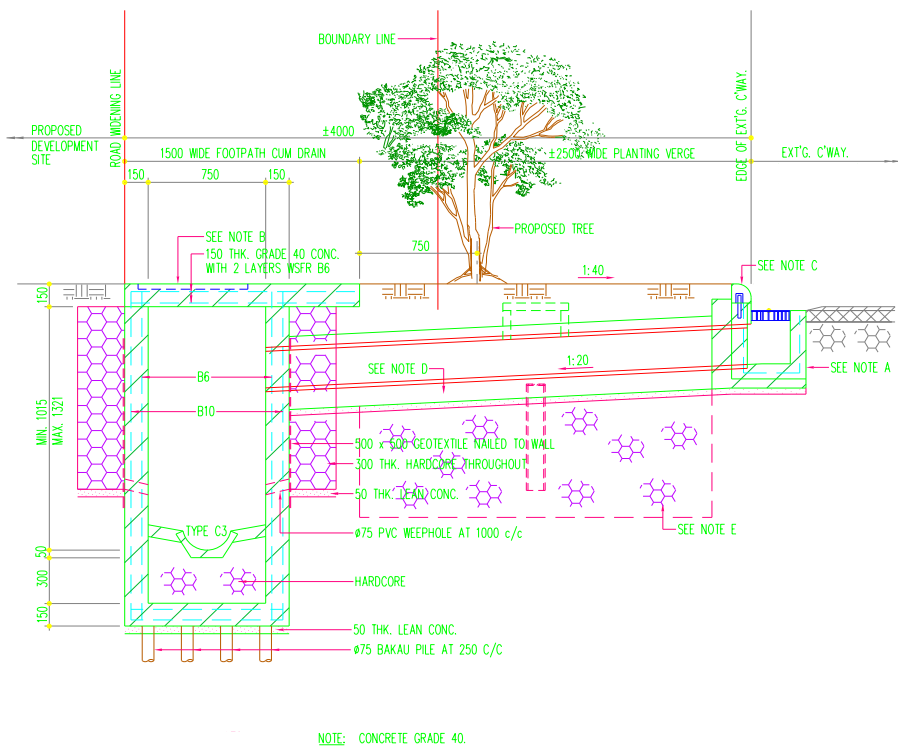
8. Show existing lamp posts, OG box, traffic signs, manholes

4. Show footpath and kerb line

9. Show existing traffic markings, road hump, zebra crossing

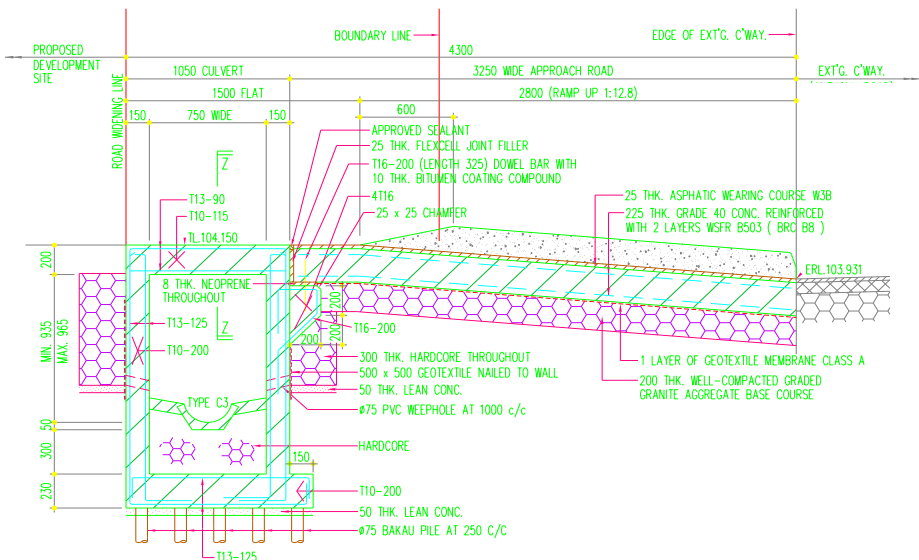
5. Show existing open/covered drains

# WHAT TO SHOW ON CROSS SECTIONAL PLAN?



Typical section of 750mm wide Covered drain cum footpath  
(section along side table)

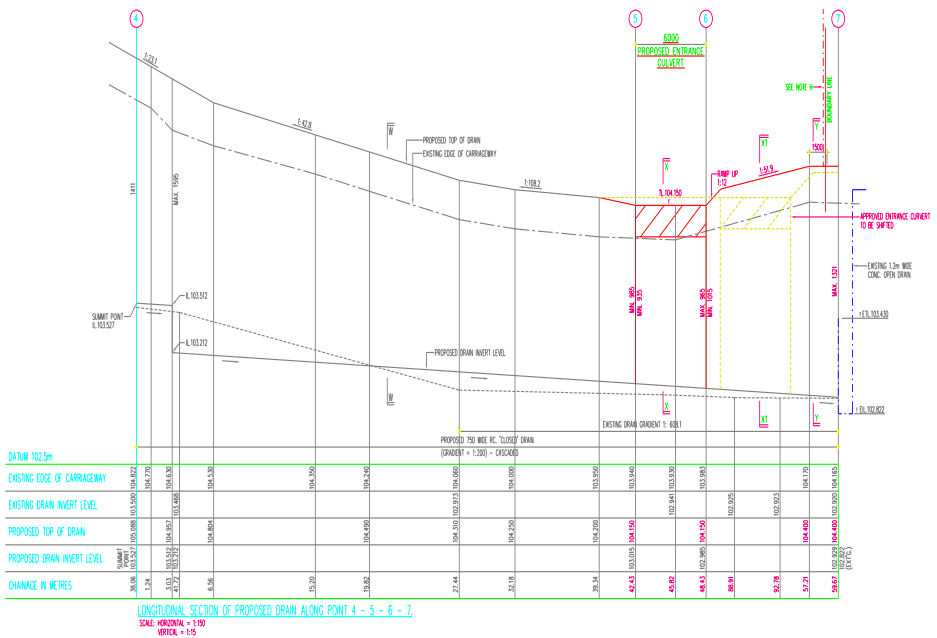
# WHAT TO SHOW ON CROSS SECTIONAL PLAN?



- NOTE: 1.) CONCRETE GRADE 40.  
2.) APPROVED PROTECTIVE COATING TO BE PROVIDED ON THE INTERNAL SURFACE OF CULVERT TO PROTECT AGAINST ANY CHEMICAL ATTACKS.

Typical details of approach road & 750mm wide entrance culvert (section along entrance approach)

## WHAT TO SHOW ON LONGITUDINAL SECTION PLAN?



\*Note: Developments fronting a road steeper than 1:12 are required to pre-consult LTA before lodging the street plans



# CHAPTER 3

## COMMON ERRORS TO BE AVOIDED

# #1 TURNING KERBS NOT IN LINE WITH GATE POST



Turning kerb is to be in-line with gate post to prevent vehicles from colliding with the gate post or mounting over the kerb and road side table



## #2 TYPE 'B' ALUMINIUM ALLOY RAILING



Type 'B' aluminium alloy railing to be provided next to existing open drain to prevent falling into the open drain





## #3 CONCRETE FINISH FOR TOP OF CULVERT



Top of culvert shall be in concrete finish to facilitate road re-surfacing works and for pedestrian connectivity



# #4 PREVENTING WATER STAGNATION



Top of culvert shall be levelled correctly to prevent water stagnation



# #5 ENCROACHMENT WITHIN ROAD RESERVE



No encroachment  
within road reserve



## #6 LOCATION OF SLIDING GATE

Sliding gate shall be placed behind the boundary wall to prevent tripping hazard and possible mosquito breeding



## #7 POSITION OF DROP-INLET CHAMBER



Drop in-let chamber shall be provided at the tangent point of the turning kerb to ensure surface water runoff to be discharged at lowest point, to prevent water stagnation.



## #8 TOP OF CULVERT SHALL BE FLAT



Top of culvert shall be flat to ensure safe path for pedestrians to cross entrances





# #9 TOP OF CULVERT SHALL FOLLOW THE ROAD PROFILE

For entrance culvert fronting a steep road, the longitudinal gradient of the culvert top shall follow the profile of the road slope to avoid steep footpath ramp.

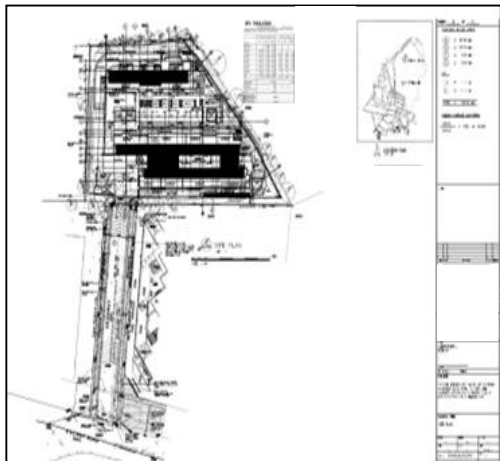


## #10 DOCUMENTS SUBMITTED FOR STREET PLAN

[illegible]

***i) Necessary Documents Not Attached***

- URA's Written Permission(WP)
- Approved layout plan
- LTA's DC clearance letter/  
DC acknowledgement letter





## #10 DOCUMENTS SUBMITTED FOR STREET PLAN

### ***ii) Submission do not qualify for lodgement***

QPs lodge submissions for developments that do not qualify for lodgement, such as :

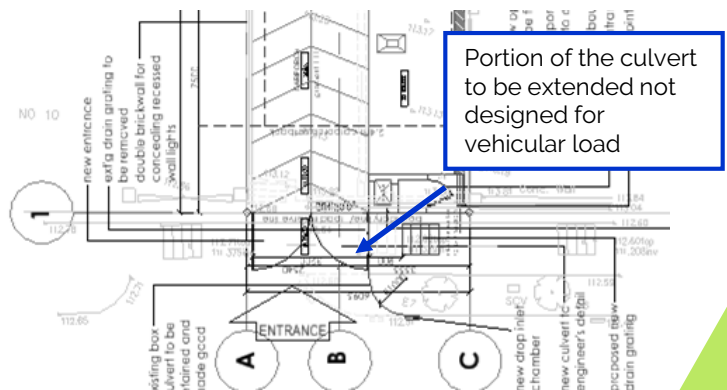
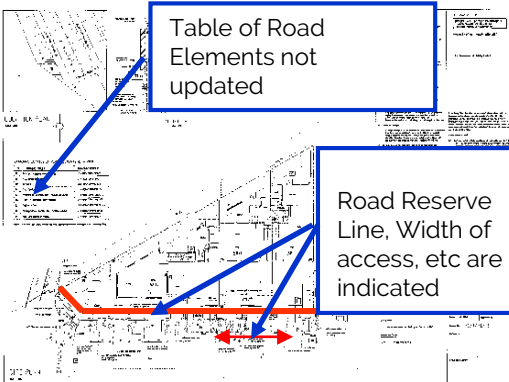
- Commercial developments
- Developments involving new traffic scheme.

### ***iii) Architect's approved layout plan does not tally with the proposal plan lodged by the PE.***

In order to minimize disruptive works during CSC, it is essential that both the DC layout plan and lodgement plan tally with each other.

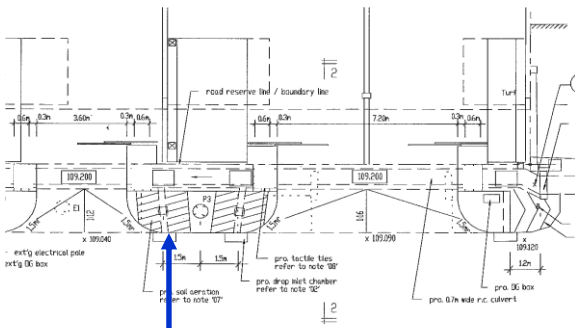
# #10 DOCUMENTS SUBMITTED FOR STREET PLAN

*iv) Essential information are omitted from proposal plans*



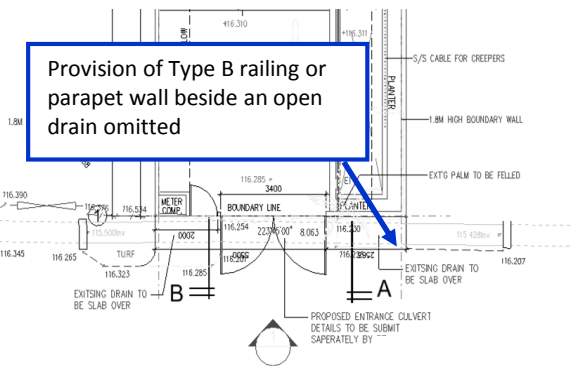
# #10 DOCUMENTS SUBMITTED FOR STREET PLAN

*v) Essential information are omitted from proposal plans*



Provision of drop-inlet chamber at tangent point of the access not indicated

Provision of Type B railing or parapet wall beside an open drain omitted





# CHAPTER 4

## REFERENCES

# REFERENCES

- Code of Practice for Street Works Proposals Relating to Development Works
- Materials & Workmanship Specifications
- Standard Details of Road Elements
- Civil Design Criteria
- Architectural Design Criteria
- The above publications can be obtained from LTA's website at:

<http://www.lta.gov.sg/content/ltaweb/en/industry-matters/development-and-building-and-construction-and-utility-works.html>