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Our Ref : LTA/DBC/F20.033.005

Please Quote Our Reference  
Number In Your Reply

Date : 3 May 2013

## **CIRCULAR TO PROFESSIONAL INSTITUTIONS**

Dear Sirs

### **EXPANSION OF STREET PLAN LODGEMENT SCHEME FOR DEVELOPMENTS AFFECTED BY ROAD RESERVE LINE**

#### **Who should know**

Building owners, developers, architects and engineers

#### **Effective Date**

3 May 2013

#### **Existing Lodgement Scheme**

1. LTA introduced the lodgement scheme for Street Plan submission for landed housing development not affected by Road Reserve Line in 2004. The scheme was further expanded to cover 7 more types of developments in 2006, due to the positive response to the introduction of the lodgement scheme.
2. Under the lodgement scheme, a Professional Engineer (PE) prepares the Street Plans in accordance with the Street Works Act and its Regulations, and declares compliance with the Street Works Act and its Regulations when he lodges the Street Plan with LTA. The PEs found this scheme beneficial and enjoyed quantum leap in time savings in the Street Plan approval process.
3. The existing lodgement scheme applies only to the 8 types of development proposals that are not affected by Road Reserve Line (RRL). These development types are namely residential developments; industrial developments; educational institutions; places of worship; health and medical care establishments; sports and recreation centres; civic & community institutions; buildings designated for conservation.

**Expansion of the Lodgement Scheme**

4. We are pleased to announce that the Street Plan lodgement scheme has been further expanded to include these 8 types of development proposals that are affected by RRL. This will be effective from 3 May 2013 for all new Street Plan submissions.
5. Essentially, Street Plans for the 8 development types affected by Road Reserve Line can be lodged except when the proposal:
  - a. involves construction of new street
  - b. affect any existing traffic schemes
  - c. involves introduction or modification of any road related facilities
  - d. involves introduction or modification of covered linkways
6. We would like to take this opportunity to highlight to the industry that all lodgement submissions are deemed to have complied fully with our requirements as declared by the QP in the declaration form. If there are any deviations from LTA's requirements on Street Plan proposals, a pre-consultation or a Street Plan submission highlighting the deviations must be made. Any request for waiver made at the CSC stage due to incorrect lodgement would be turned down.
7. To assist the industry, we have prepared a Quick Guides to highlight the essential points needed for a successful lodgement application for Street Plan. We hope that these pointers will help both the LTA and the industry to expedite the plan approval process. This would also mean no disruptive works would need to be carried during the CSC stage as the completed works would have complied with LTA's requirements.

**Enquiries**

8. We would appreciate it if you could convey the contents of this circular to all members of your respective organisations. If you have any queries, please send an email to [lta-dbc\\_registry@lta.gov.sg](mailto:lta-dbc_registry@lta.gov.sg).

Yours faithfully



Quek Teck Beng  
Deputy Director  
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# QUICK GUIDE TO STREET PLAN LODGEMENT FOR DEVELOPMENTS AFFECTED BY ROAD RESERVE LINE

## INTRODUCTION

Street Plan lodgement scheme has been expanded to include the following developments affected by Road Reserve Line.

- Residential developments
- Industrial developments
- Educational Institutions
- Places of Worship
- Health and Medical Care Establishments
- Sports and Recreation Centres
- Civic & Community Institutions
- Buildings Designated for Conservation

The lodgement scheme is not applicable for street plans that involve the following types of works:

- Construction of a new street
- Continuation of an existing street
- Adaptation of a street, made for foot traffic only, for carriage traffic
- Introduction or modification of any road related facilities, such as bus stop and pedestrian overhead bridge
- Introduction or relocation of any covered linkway
- Modification to existing traffic scheme or introduction of new traffic scheme
- Commercial developments

For street plan submissions involving relocation of existing street lamppost's, the PE shall forward proposal 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 Infrastructure Management Division,  
Block 3, Level 2,  
No. 1 Hampshire Road.  
Singapore 219428

The PE shall also co-ordinate with all other technical agencies on whether the new lamppost location are acceptable to all parties.

## MAKING AN APPLICATION

- Under the lodgement scheme, the PE has to ensure and make a self-declaration that the street plans submitted are in compliance with the Street Works Act and its Regulations.
- The PE shall lodge the street plans via CORENET after the Development Control (DC) clearance has been obtained from LTA. Details of the street plans shall follow the approved DC layout plan.
- QP will receive an auto-acknowledgement through CORENET.
- The PE shall apply for Certificate of Statutory Completion (CSC) clearance upon completion of the street works.

## DOCUMENTS TO SUBMIT

- Completed Application Form "LTA-DBC\_Roads.xfd"

- A copy of the URA's Written Permission together with the approved plan
- A set of street plans
- A copy of LTA's DC Clearance letter

## REFERENCES

The QP shall make reference to the relevant chapters and comply with the requirements stated in :

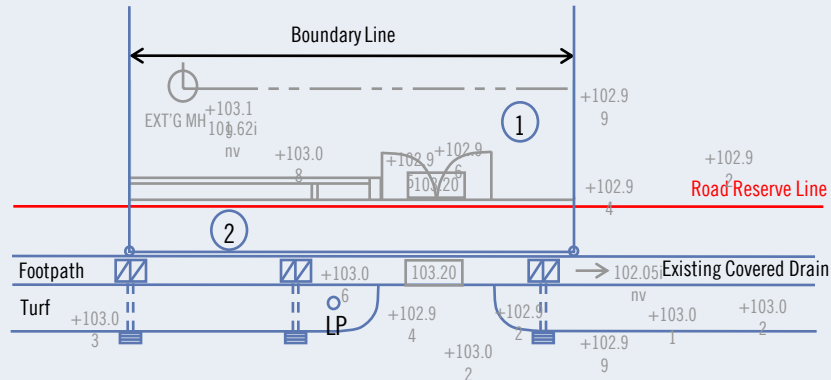
- Code of Practice for Street Works Proposals Relating to Development Works
- Materials & Workmanship Specifications
- Standard Details of Road Elements
- Civil Design Criteria
- Architectural Design Criteria

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>

# QUICK GUIDE TO STREET PLAN LODGEMENT FOR DEVELOPMENTS AFFECTED BY ROAD RESERVE LINE

## Details to be shown in Site Plan

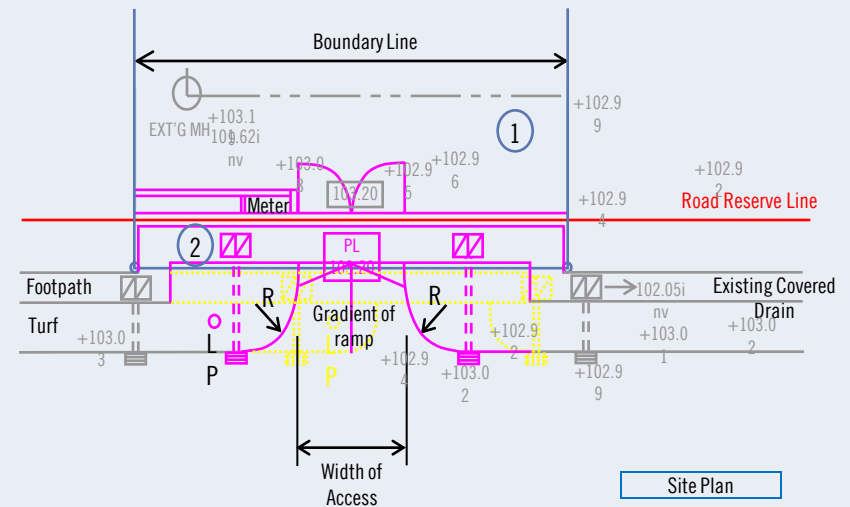


### Legend

Plot 1	Subject development
Plot 2	Road Reserve plot to be vested to State

Existing Condition

- Show boundary line
- Show road reserve line
- Show road widening plot
- Show legend for road widening plot
- Show footpath and kerbline
- Show existing turf area
- Show existing open/covered drains
- Show existing drop inlet chambers
- Indicate existing road levels, proposed culvert & internal platform levels
- Show existing lamp posts, OG box, traffic signs, manholes
- Show existing traffic markings, road hump, zebra crossing

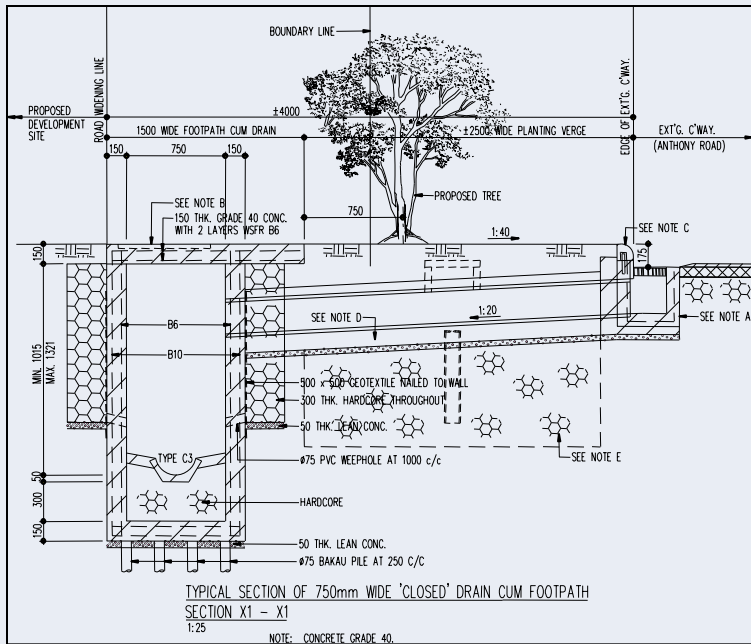


Site Plan

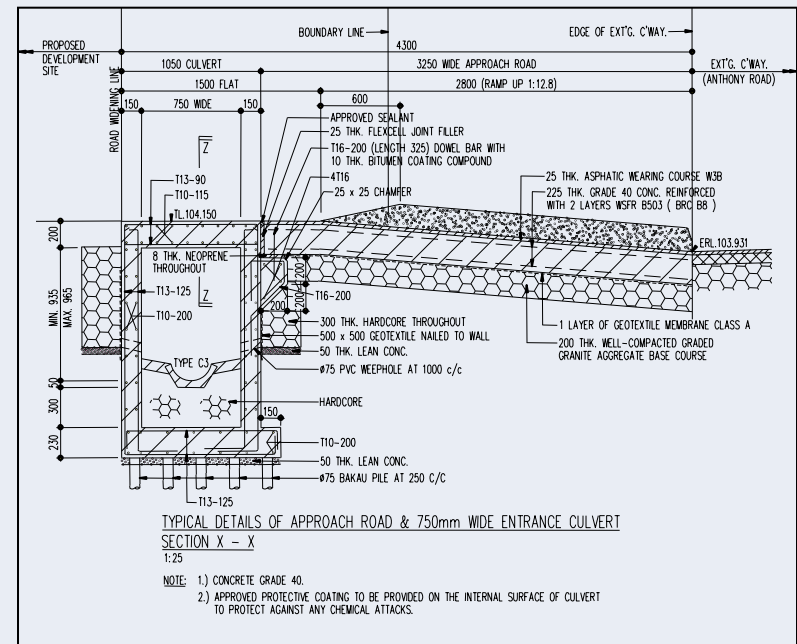
- Show road features to be deleted in dotted yellow lines
- Show proposed road features in magenta
- Proposed covered drain to set back and about road reserve line
- Indicate width of proposed access and footpath
- Indicate proposed turning kerb radius
- Show gradient of proposed entrance approach
- Proposed top level of culvert to be higher than road level
- Show location of meter compartment
- Show proposed location of lamp post affected by proposal
- Show proposed drop inlet chamber at tangent points of turning radius
- Show position of side gate, if any

# QUICK GUIDE TO STREET PLAN LODGEMENT FOR DEVELOPMENTS AFFECTED BY ROAD RESERVE LINE

## Details to be shown in Cross-sectional Plan



Section across footpath



Section across entrance culvert

# QUICK GUIDE TO STREET PLAN LODGEMENT FOR DEVELOPMENTS AFFECTED BY ROAD RESERVE LINE

Details to be shown in Longitudinal-section Plan

