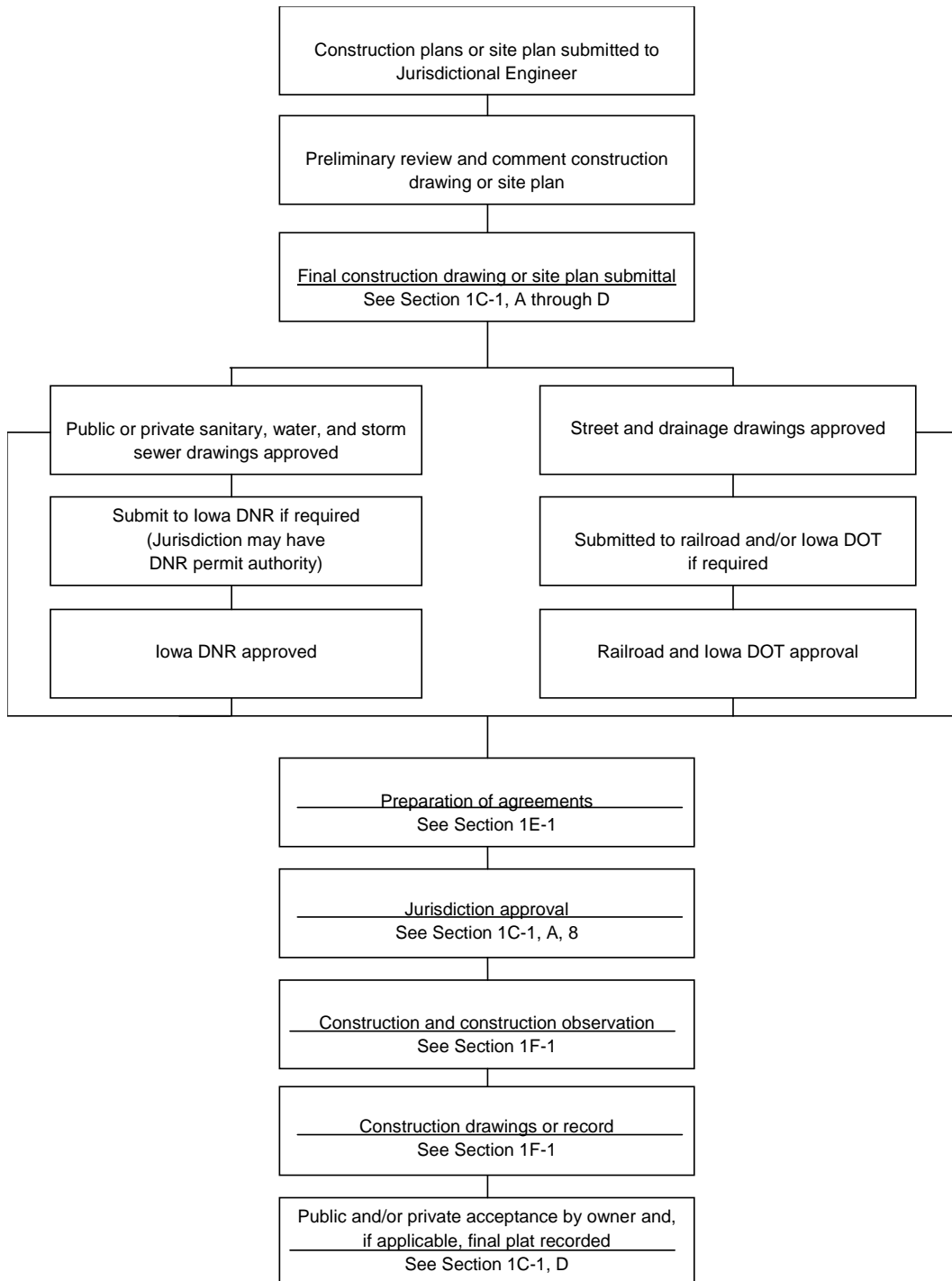


# Submittal Procedures

Figure 1C-1.01: Submittal Flow Chart



## A. Construction Plans and Specifications Submittal Procedure

1. **General:** Consulting engineers and developers seeking approval and acceptance of civil engineering reports, construction plans, and site plans are required to follow the procedures as established by each Jurisdiction. These procedures are generally outlined in this section and Figure 1C-1.01. The adherence to these procedures will assist in an efficient review of engineering plans and reports. Each jurisdiction reserves the right to modify certain procedures to fit their unique situation.
2. **Pre-submittal Meetings:** Each Jurisdiction may conduct pre-submittal meetings at which developers may ask questions and obtain direction and/or information from the Jurisdiction's staff. These meetings may be used by the developer to obtain very basic information about procedures, practices, or standards as a basis on which to begin development planning. Alternatively, the applicant may use the meeting as a final check by staff to verify a specific type application is complete.
3. **Submittal of Public Improvement and Development Plan Application:** The development plan application, site plans, revised site plans, and other public improvements submitted to the Jurisdiction for any project, subdivision, or planned unit development, whether residential, retail, commercial, or industrial, should include adequate concept drawings for public improvements including any impact reports.
4. **Engineering Review Objective:** The objective of the Jurisdictional Engineer is to complete the initial review and issue comments according to the schedule prescribed by the Jurisdiction to prevent delaying further review by other agencies or impact any other scheduling, such as subdivision platting.
5. **Results of Engineering Review:** After the review is completed, the check prints and comments report will be returned to the Project Engineer.
6. **Revision of Engineering Plans and Reports:** The Project Engineer will make all the revisions requested on the original plans/report and re-submit. Seriously deficient plans may require several reviews prior to approval.
7. **Revision of Plans and Reports:** When submitting revised plans, drawings, or reports to the Jurisdictional Engineer, the re-submittal must contain the following.
  - a. The revised plans for review.
  - b. All check prints from previous reviews with copies of the previous plans. Notations should be made after each comment if the correction was made or justification why a comment is not valid.
  - c. If fees are applicable, they must accompany the application.

If all of the above are not submitted, the re-submittal may be returned without further action until such time as the submittal is complete.

8. **Approved Plans:** When plans or reports have been conditionally approved by the Jurisdictional Engineer, the designer should submit reproducible copies of original plans on stable plastic film or other media as designated by the Jurisdiction for approval. The reproducible copies should be accompanied by three blue-line or black-line copies for use by the Jurisdiction. If the project relates to a development, original engineering plans for public improvements may be approved by

the Jurisdictional Engineer, only after the approval of the preliminary plat, the land dedication, and the subdivision improvements agreement associated with property.

9. **Resubmittal of Plans:** The objective of the Jurisdictional Engineer is to complete resubmittal reviews and issue comments/approval according to the schedule prescribed by the Jurisdiction to prevent delaying further review by other agencies or impact any other scheduling, such as subdivision platting.
10. **Order of Processing:** The following policy regarding order of processing (priority) will be used for all submittals. Applications are normally processed on a first come basis.
  - a. Mylars or final media for approval.
  - b. Resubmittal, complete package.
  - c. Initial submittal, complete package.

Complete submittals include all drawings and supporting reports.

When plans are returned to the Project Engineer for lack of adequate information, or in the event of re-platting or major site plan revisions after the initial review, the re-submittal will be considered a new submittal rather than a return. A thorough technical review will be started by the Jurisdiction when adequate information is provided.

## B. Updates to Previously Approved Plans

1. Construction plans, pavement design reports, drainage reports, site plans, and other documents are approved initially for 12 months. If not constructed during this time period they automatically become void and must be updated to current criteria before any further permits can be issued. The Jurisdictional Engineer may grant an extension to the construction plans, pavement design reports, and drainage report validity period; provided a) the development plan, construction plans, or reports have not substantially changed, and b) that other conditions affecting the development site have not substantially changed or do not require a modification to approved plans or specifications.
2. Whenever updates or revisions to previously approved construction plans, specifications, or drainage reports are necessary, the Project Engineer will submit updates or revisions through the normal document submittal process. After all Jurisdictional Engineer comments and revisions have been incorporated, the construction plans or reports containing revisions may be submitted for approval by the developer.
3. Requests for updates and revisions will be considered only if there are no revisions to the original development plan(s) or drainage report. The Jurisdiction will review the original development plan(s) or drainage report for compliance with current standards under normal review procedures (requests for updates will be considered a resubmittal), and if found in compliance with current standards, the construction plan(s) or drainage report(s) will be approved.

## C. Submittal Checklist

1. The following documents should be submitted for review and approval when preparing final construction plans for public subdivision improvements or other public improvements.
  - a. Street plan and profile.
  - b. Storm sewer plan and profile, including details for all structures and material specifications.
  - c. Culvert plan, profile, and construction detail for structures.
  - d. Permanent traffic signing and striping plan.
  - e. Pavement design where required with supporting geotechnical report.
  - f. Grading and erosion control plan.
  - g. Sanitary sewer plan and profile including details for all structures, material specifications and sewer treatment agreement.
  - h. Water construction plans as approved by the governing Jurisdiction or utility with a water supply agreement. If these plans represent lines to be installed with the proposed roadways, the plans must be approved by the Jurisdictional Engineer.
  - i. Plan for traffic control during construction.
  - j. Engineering review and approval fee.
  - k. All appropriate permits from the Jurisdiction, State, and Federal agencies.

## D. Final Acceptance

Upon completion of construction of a public project, the improvements will be accepted by the Jurisdiction and/or Water Board into the public system upon submittal of the following, if applicable:

1. Approval final plat.
2. Title opinions.
3. Consent to plat by owner and any persons having an ownership interest in the property to be platted.
4. Easements and deeds dedicated to Jurisdiction (Plat of Acquisition required for any property that is not included in the subject plat or property). Declaration of Value and Groundwater Hazard and/or Restrictive Covenants Statement should accompany any property that is deeded to Jurisdiction.
5. Supplemental agreements as required.
6. Maintenance bonds for improvements.
7. Performance bonds for uncompleted work.

8. Certified statement from the County Treasurer that the taxes are paid in full on the property to be subdivided.
9. Certified statement from the County Clerk and County Recorder stating the property to be subdivided is free from liens and all other encumbrances.
10. Submit required certifications that improvements have been constructed according to the approved plans and specifications as required by the Jurisdiction.
11. Submit a certified "as-built" set of plans.

Certain jurisdictions may require additional fees (i.e. sewer, park, etc.) and may require the submittal of the items listed above before construction commences.