

Chapter 2
Submittal Procedures

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Submittal Procedures

2.1 General

2.1.1 All capital improvement plans, private subdivision plans, reports, and related documents shall conform to the following submittal requirements, unless waived by the City Engineer. All plans shall conform to the current version of the City's CAD standards.

2.2 Submittal of Reports and Plans for Review

2.2.1 Submittal Format. Design Professionals or Owners seeking approval and/or acceptance of reports, plans, and related documents shall submit an electronic copy (DWG format for plans, PDF format for reports) to the Office of the City Engineer for review. Where the report and/or plans are returned for revisions, all revisions shall be made prior to resubmittal.

2.2.2 Conformance. Plans submitted shall be in conformance with Chapter 13. The plans shall include any special provisions. Reports submitted shall be in a typed, bound form in conformance with the requirements of the applicable chapters of these standards. If a report is required which is not provided for in these standards, the report shall include all data, references, and calculations as applicable.

2.3 Acceptance of Reports and Plans

2.3.1 Review Process. The Engineering Department's review of submitted plans will attempt to be completed in approximately ten (10) working days. This time will vary due to the complexity of the project and/or workload of the review staff. After review is completed, comments will be compiled and forwarded to the Design Professional/owner. If necessary, a review conference will be scheduled. The report and/or plans will be accepted or returned for revisions as noted.

2.3.2 Acceptance. Upon acceptance of reports, plans, and related documents, the following submittals are required: For Capital Improvement Projects, five (5) paper copies and two electronic copies (one DWG format and one PDF format) shall be submitted to the Office of the City Engineer. For private subdivision, three (3) paper copies and two electronic copies (one DWG format and one PDF format) shall be submitted to the Office of the City Engineer. All final drawings, plans, specifications, reports, plats, or other architectural, engineering, or land surveying documents, papers, or diagrams involved in the practice of architecture, professional engineering, or land surveying shall be dated and bear the signature and stamp or seal of the architect, professional engineer, or land surveyor who was responsible for the preparation thereof.

2.4 Revisions to Accepted Plans

2.4.1 Initial Acceptance. Construction plans, specifications, and reports are accepted initially for eighteen (18) months. If substantial construction has not been initiated during this time period, such reports automatically become void and must be updated to current criteria before any further permits can be issued. Upon written request, the City Engineer or a designee may grant a one-year extension to the construction plans, specifications, and/or drainage report, provided a) the development plans, construction plans, and specifications substantially conform to current standards; and b) that other conditions affecting the development site have not substantially changed or do not require a modification to accepted plans or specifications.

2.4.2 Updates to Prior Submittals.

2.4.2.1 Whenever updates or revisions to previously accepted construction plans, specifications, or reports are necessary, the design professional will submit updates or revisions through the normal document submittal process. This submittal shall meet the requirements of Section 2.2 of these Design Standards.

2.4.2.2 Requests for updates and revisions will be considered only if there are NO revisions to the original development plan(s) or report(s). The City will review the original development plan(s) or report(s) for compliance with current standards under normal review procedures.