



Construction Plan Development Process

Planning and Development | Public Works

INITIAL SUBMITTAL REQUIREMENTS

- ❖ Construction Plans Application
 - ❖ Construction Plans Review Checklist
 - ❖ Application Fees
 - ❖ Engineering Reports
 - ❖ One (1) PDF set of plans, documents, and reports
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REVIEW PROCESS

Plans are reviewed by the departments below for compliance with town standards

- ❖ Engineering
- ❖ Public Works
- ❖ Parks & Recreation
- ❖ Planning & Development
- ❖ Public Safety (Fire/EMS)

Subsequent Submittal Requirements

- ❖ Comment Response Letter addressing how each comment was addressed, including an explanation of any revision/additions/deletions that were not part of initial town comments and notifying specific page number addressed
- ❖ Revised plans must show the following:
 - Revision number (on plan and file name)
 - Revision date (on plan and file name)
 - Clouded index (noted as town comment revisions)
 - Clouded revisions (noted as town comment revisions)
- ❖ Number of plans:
 - One (1) PDF set of revised plans and documents



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Final Submittal Requirements

- ❖ One (1) PDF set of sealed plans and documents
 - ❖ SWPPP documentation
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PRECONSTRUCTION MEETING REQUIREMENTS

The following must be finalized, submitted and/or received before a preconstruction meeting can be requested and setup with development staff:

- ❖ Contractors Registered with Town
 - State Identification Required
 - Proof of Insurance
 - Previous Work Experience Required
- ❖ Development Agreement Finalized
- ❖ Construction Contracts / Schedule / Working Hours
- ❖ Payment and Performance Bonds or Subdivisions Bonds
- ❖ Tree Survey/Protection/Mitigation, Construction Fencing, SWPPP
- ❖ Staging/Logistics, Trench Safety, Traffic Control Plans



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FINAL ACCEPTANCE REQUIREMENTS

All inspections listed below must be performed, tested, and accepted before a final departmental walkthrough.

- ❖ Utility Inspections
 - Ductbank Acceptance
 - Landscaping/Vegetation Acceptance
 - Stormwater and Drainage Acceptance
 - Streets Acceptance
 - Traffic signs Installed
 - Street signs Installed
 - Streetlighting Installed
 - Wastewater / Sanitary Sewer Acceptance
 - Water Acceptance
- ❖ Final Departmental Inspections performed
 - Engineering Final Acceptance
 - Fire Department Final Acceptance
 - Parks and Recreation Final Acceptance
 - Planning Final Acceptance
 - Public Works Final Acceptance



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FINAL DOCUMENT REQUIREMENTS

All documents below must be received before a final acceptance of infrastructure is issued.

- ❖ Two-Year Maintenance Bonds
- ❖ All outstanding fees paid
 - Construction Inspections Fees
 - Overtime Inspection Fees
 - Parkland Dedication Finalized and/or Fees
- ❖ Final Record Drawings
 - Two (2) full size 22"x34" as-built drawings
 - Two (2) half size 11"x17" as-built drawings
- ❖ Final Digital Files
 - CAD (.dwg)
 - GIS (.shp)
 - PDF