

INTERIM SUBMITTAL POLICY/AMENDMENTS TO APPLICATION PACKET – LAND USE APPLICATIONS

1. Pre-Application/Pre-Design Meeting as required by City Engineer
 - a. Prior to Application Submittal
2. Submittal Requirements
 - a. Application Review
 - i. Two (2) Full Size Plans
 - ii. PDF Files on CD or Flash Drive
 - b. Project Construction
 - i. Two (2) Full Size Plans
 - ii. Two (2) 11 x 17 Reduction Plans
 - iii. PDF Files on CD or Flash Drive
 - iv. CAD Files on CD or Flash Drive
 - c. Project Completion
 - i. One (1) Full Size As-Built Record Drawing Plans
 - ii. PDF Files of As-Built Record Drawing Plans on CD or Flash Drive
 - iii. CAD Files of As-Built Record Drawing Plans on CD or Flash Drive
3. Amendments to Plan Sheet Requirements
 - a. Engineer's Estimates
 - b. Detailed Earth Work Calculations
4. Plan Review Metrics (These review timeframes are estimates only. Actual review timeframes will depend on the complexity of the project and the quality of the plan set).
 - a. New Plan Sets/Initial Review = Three (3) Weeks
 - b. Revised Plan Sets/Subsequent Review(s) = Two (2) Weeks
5. Surety/Letter of Credit Amount
 - a. Engineer shall estimate total grading amount. City will estimate surety amount based on 20% of the total amount. City collects 125% of the Engineer's Estimate.
 - b. City will calculate surety amount based on full estimate of all remaining items. City collects 125% of the Engineer's Estimate.
6. Project Commencement – Mass Grading
 - a. City will allow mass grading after Preliminary Plat Approval.
 - b. A Development Agreement – Grading shall be required.
 - c. A surety in the amount of 125% of the Engineer's Estimate shall be required.

- d. An Engineering Inspection Fee in the amount of 5% of the Engineer's Estimate shall be required.
- e. Request must be made two (2) weeks prior to City Council approval.

7. Pre-Construction Meetings

- a. A Pre-Construction Meeting shall be required prior to commencement of construction.
- b. A meeting date will not be approved until Final Plans are approved by the City Engineer.
- c. The Project Engineer, Primary Contractor, and all Sub-Contractors must be in attendance.
- d. The Project Engineer shall lead the meeting. The Project Engineer must follow the City's Standard Agenda Template. The Agenda Template must be approved by the City Engineer prior to scheduling the meeting.

8. Contractor License

- a. The Primary/General Contractor must be licensed by the City.