

**2.1 DRAWINGS AND SPECIFICATIONS SUBMITTAL PROCEDURE**

**2.1.1 Procedures and Requirements**

Consulting engineers and developers seeking acceptance of civil engineering reports and construction plans shall follow the procedures outlined below. Submittal procedures and requirements for the various County land development processes can be found in the main body of the *Resolution* and in Douglas County Planning Division publications. Initial submittal of reports and/or plans without a Douglas County Engineering Division submittal form and fees shall constitute an incomplete submittal and will not be processed until receipt of a completed submittal form and fees. Resubmittals are not required to have a submittal form. Multiple resubmittals are subject to the Douglas County Engineering Division Development Review and Construction Permit Fee Manual, as Amended.

**2.1.2 Presubmittal Meetings**

The Planning Division of the Community Planning & Sustainable Development Department routinely conducts presubmittal meetings at which applicants to the various County land development processes may ask questions, obtain direction and/or information. These meetings are intended to supply basic information about County procedures, practices or standards as a basis on which to begin development planning.

**2.1.3 Construction Documents**

Initial submittal to the Engineering Division must include two (2) sets minimum or three (3) sets if UDFCD must accept the plans. The Engineering Division submittal for any subdivision or planned development shall include detail drawings for the entire project (see Section 2.3).

Review and Acceptance - Engineering Division acceptance of a set of Construction Plans constitutes:

- Engineering Division acceptance of the final design construction drawings and reports.
- Engineering Division acceptance of the appropriate Improvement Agreement including Cost Estimates Exhibits per Chapter 14. Contact the Douglas County Engineering Division for the appropriate Improvement Agreement forms.

**2.1.4 Engineering Review Objective**

The Engineering Division objective for new submittals is to complete initial reviews and issue comments in 45 days from date of complete submittal to the Engineering Division. The actual time required is a function of the submittal complexity and overall workload of the Engineering Division.

**2.1.5 Results of Engineering Review**

The review comments shall be forwarded to the applicant's Representative and to the

Planning Division. If plans lack adequate information or are considered seriously deficient they will be returned to the applicant's Representative without review.

### 2.1.6 Revision of Engineering Plans and Reports

The applicant's Representative will make all the revisions requested on their original plans/report and resubmit according to the review comments. The Engineering Division will normally process the resubmitted plans within 14 days. Plans may require several reviews prior to acceptance.

- A. When submitting revised plans, drawings or reports to the Engineering Division, the resubmittal must contain:
  - A comment response letter from the Design Engineer outlining how each comment was addressed.
  - The revised plans and reports for review.
- B. When plans or reports have been accepted by the Engineering Division, the applicant may submit a maximum of ten (10) sets of the Construction Plans, signed and stamped by a Professional Engineer licensed in the State of Colorado, for signature. Two (2) copies of all certified Engineering Reports shall be submitted. Douglas County will keep two (2) sets of the Construction Plans and all Reports. If UDFCD acceptance is required, Douglas County will keep three (3) sets.
- C. The time needed to obtain signed Construction Plans from Douglas County Engineering Division is ten (10) working days. This time may be extended depending on conditions of workload.
  - Resubmittals made more than 90-days after the date of the Engineering Division's comment letter will be treated as a new submittal and a new engineering review fee will be due, unless an extension is requested by the applicant and granted by the Engineering Division in writing.
  - If the Land Use Application has been closed by Planning Division, any resubmittal is considered a new application and a new engineering review fees will be required.

## 2.2 REVISIONS TO ACCEPTED PLANS

### 2.2.1 Period

Construction Plans, Pavement Design Reports, and other engineering documents that are accepted by the Engineering Division are valid for a period of for three (3) years. If construction has not commenced during this time period, the plans and reports shall be voided and must be brought into conformance with current criteria and accepted by the Engineering Division before any permits can be issued.

A Phase III Drainage Report is valid for 1-year from the acceptance date, see section 4.2.3. of the DCSDDTTC Manual.

### 2.2.2 Updates and Revisions

Whenever submitting updates or revisions to previously accepted Construction Plans, Pavement Design Reports, Drainage Reports, and other documents, the applicant shall revise the documents and submit updates or revisions through the normal document submittal process along with a Notice of Change to Approved Design form. Once all Engineering Division comments and revisions have been incorporated, the documents mentioned above containing revisions, shall be submitted by the applicant for acceptance.

### 2.3 SUBMITTAL CHECKLIST

The following documents must be included with any submittal:

- Submittal Form (See Chapter 16).
- Engineering Review Fee (*first submittal only*)
- Construction Plans (See Chapter 3)
  - q Cover Sheet
  - q Street Plan and Profiles
  - q Storm Sewer Plan and Profiles
  - q GESC Plans
  - q Permanent Detention and Water Quality Facilities and associated appurtenances
  - q Culvert Plan and Profiles
  - q Traffic Signage and Striping Plan with Douglas County Standard Details and Notes
  - q Standard County Details (including CDOT M&S Standards Plans)
  - q Non-County Details (If used, these details must be signed and stamped by a Professional Engineer licensed in the State of Colorado.)
  - q Traffic Control Plan will be submitted with the Construction Plans at the discretion of the Engineering Division.
  - q Landscape Plans (if required)
  - q Other plan sheets as required
- Traffic Study (See Appendix B)
- Pavement Design Report (See Chapter 5)
- Water and sanitary sewer construction plans that have been accepted approved by the governing district or utility. If these plans represent improvements for installation within County right-of-way they must be accepted by the County. (See Chapter 5)
- Other Utilities (See Chapter 12)
- The Phase III Drainage Report (See DCSDDTTC Manual).
- The applicable improvements agreement form with the engineering cost

estimate. (See Chapter 14)

- Final Plat with appropriate dedication statements for public right-of-way and easements
- Traffic Signal Plans, if required. (See Appendix F)

## **2.4 DRAFTING STANDARDS**

All development plans submitted for acceptance shall meet the following standards:

- Plans size shall be 24" x 36" (or minimum 11"x17" at Engineering Division discretion).
- Text height shall not be less than one-tenth (0.10) of an inch on a 24"x36" plan set or less than one-five hundredths (0.05) of an inch on an 11"x17" plan set.
- Design Text shall be black.