

CHAPTER 2 – SUBMITTAL AND REVIEW PROCEDURES

TABLE OF CONTENTS

Section	Title	Page
2.1	General	2-1
2.1.1	General Submittal Criteria and Procedures	2-1
2.1.2	Authorization/Certification.....	2-1
	A. Designer’s Signature.....	2-1
	B. Additional Requirements	2-1
	C. Final Authorization.....	2-1
	D. Construction Traffic Control Plans.....	2-1
2.2	Submittals and Content	2-1
2.2.1	Checklists.....	2-1
2.2.2	Public Improvement Construction Plans.....	2-2
2.2.3	Landscape Plan	2-2
	A. Plan Content	2-2
	B. Choosing Appropriate Plants	2-2
	C. Fort Collins (City Limits Only) Requirements	2-2
	D. Loveland (City Limits Only) Requirements	2-2
2.2.4	Soils Investigation Report	2-2
2.2.5	Pavement Design Report.....	2-2
2.2.6	Work Area Traffic Control Plan.....	2-2
2.2.7	Street Cross Sections	2-2
2.2.8	Drainage Report, Erosion Control Report, and Hydrologic Report.....	2-3
2.2.9	Opinion of Costs.....	2-3
2.2.10	Transportation Impact Study	2-3
2.2.11	Final Plans	2-3
	A. Mylar Requirements	2-3
	B. Plans Requiring Final Mylars	2-4
2.2.12	Revisions to Signed Plans.....	2-4
	A. Minor Revision	2-4
	B. Major Revisions.....	2-4
2.2.13	Record Drawings	2-5
	A. City of Loveland Requirements.....	2-5
	B. Larimer County Requirements	2-5
2.3	Submittal Procedures.....	2-5
2.3.1	City of Fort Collins	2-5
2.3.2	City of Loveland.....	2-5
	A. Submittal Types that Require Public Improvement Construction Plans.....	2-5
	B. Submittal Requirements	2-6
2.3.3	Larimer County GMA.....	2-7

LIST OF TABLES

This Chapter Does Not Contain Tables

LIST OF FIGURES

This Chapter Does Not Contain Figures

CHAPTER 2 – SUBMITTAL AND REVIEW PROCEDURES

2.1 GENERAL

2.1.1 General Submittal Criteria and Procedures

This chapter gives criteria and procedures for submitting engineering drawings as required by these Urban Area Street Standards. All other requirements for planning can be found in the **Fort Collins Development Manual**, the **Loveland Municipal Code (Chapter 16)**, and the **Larimer County Land Use Code**.

2.1.2 Authorization/Certification

A. Designer's Signature

All documents, including plans and other submittals noted below, shall be prepared, stamped, signed, and dated by a Professional Engineer. Each sheet in the plan set shall contain the Designer's statement as shown in **Chapter 3, Information Requirements for Construction Plans**, and shall be signed and stamped by the Designer and submitted to the Local Entity.

B. Additional Requirements

The Designer should be aware that whenever unusual or serious problems are anticipated or encountered for a proposed construction project, additional information and analysis beyond the minimum requirements of these specifications and criteria will be required.

C. Final Authorization

No plans are considered final and ready for construction until signed and stamped by the Designer and signed by authorized Local Entity officials. Refer to **Chapter 3, Information Requirements for Construction Plans**.

D. Construction Traffic Control Plans

Plans for traffic control during construction for the development project must be accepted by the Local Entity prior to any issuance of permits.

2.2 SUBMITTALS AND CONTENT

2.2.1 Checklists.

Checklists that identify the specific information requirements for the documents are included in **Appendix E**. Additional checklists for the various land use applications are available from the Local Entity. A complete submittal package for review shall include a completed checklist.

2.2.2 Public Improvement Construction Plans

Refer to Chapter 3, Information Requirements for Construction Plans, for further description and requirements.

2.2.3 Landscape Plan

A. Plan Content

The landscape plan shall indicate the treatment of all landscaped area within and adjacent to the right-of-way. The design objective of the plan must be clear and supported by a written statement. The plan must show the inter-relationship between all existing and proposed buried utilities and the required landscape elements such as trees, irrigation, vegetation, turf, screening, buffering, walls, and fencing.

B. Choosing Appropriate Plants

Plant material must be adaptable to the physical conditions indicated by the landscape plan locations and must meet specifications of the American Association of Nurserymen (AAN) for number one grade.

C. Fort Collins (City Limits Only) Requirements

The landscape plan shall include all items addressed in the Ft. Collins Landscape Requirements in **Appendix C, *City of Fort Collins Streetscape Design Standards and Guidelines***.

D. Loveland (City Limits Only) Requirements

The landscape plan shall include all items shown above and shall be included in the Public Improvement Construction Plan set.

2.2.4 Soils Investigation Report

Refer to **Chapter 5, Soils Investigations and Report**, for the content and requirements for the soils report.

2.2.5 Pavement Design Report

Refer to **Chapter 10, Pavement Design and Technical Criteria**, for the content and requirements for the pavement design report.

2.2.6 Work Area Traffic Control Plan

The plans shall be designed in accordance with MUTCD, Section VI.

2.2.7 Street Cross Sections

Typical and unique street cross sections shall be submitted for each general category street, including the proposed width, treatment of curbs and gutters, sidewalk systems,

and bikeway systems where deviations are proposed from these Standards. Refer to checklists for location and presentation of cross sections.

2.2.8 Drainage Report, Erosion Control Report, and Hydrologic Report

The Developer is required to submit drainage, erosion control, and hydrologic reports (for subsurface water refer to **Chapter 5, Soils Investigation**) in compliance with Local Entity Standards.

2.2.9 Opinion of Costs

As a separate attachment to the Plans, an Opinion of Costs for all Public Improvements will be required. The Opinion of Costs shall include, but not be limited to, the items listed in **Chapter 20, Public Improvements Cost Estimate**. The items shall be identified by unit price and total cost for each item for each type of Project.

2.2.10 Transportation Impact Study

Refer to **Chapter 4, Transportation Impact Studies**, for study criteria and process and report content. The Developer may be required to submit a transportation impact study during the Local Entity's planning process. The Developer is required to use the recommendations of this report in the Plans submittal.

2.2.11 Final Plans

A. Mylar Requirements

Requirements for mylars or plans to be submitted to the Local Entity for permanent retention (Larimer County does not require mylars, only requires 4 sets of signed and stamped blueprints):

1. Must be on good quality mylar or mylar sepia so that clearly legible blueprints or reproductions can be made from it on standard reproduction equipment. (i.e., 4 mil mylar, single or double matte)
2. Must be high quality print. No smudges or blurred text will be accepted. No photocopied mylars will be accepted.
3. Must be in good condition and unblemished. Torn, folded, or stapled mylars will not be accepted.
4. Must not have any attachments or any information attached by adhesive.
5. Must be 24 inches x 36 inches in size.
6. Signatures are to be in black indelible ink marker (i.e., black ultra-fine Sharpie™ or equivalent – NO ballpoint ink or pencil).

B. Plans Requiring Final Mylars

The following will require final mylars for Loveland (city limits only) and Fort Collins (city limits only):

1. Final plats
2. Annexation maps
3. Special review site plans
4. Construction Plans
5. Final development plan, in Loveland (city limits only)
6. General development plan, in Loveland (city limits only)
7. Overall development plan, in Fort Collins (city limits only)
8. Landscape plans
9. Record drawings

2.2.12 Revisions to Signed Plans

Requests to revise the Public Improvements Construction Plans (the Plans) after the Local Entity has reviewed and approved the Plans shall be made in conformance with the following criteria:

A. Minor Revision

1. Shall be limited to revisions in alignment of the pavement section, depth of structural section, locations of curbs and gutters or sidewalks, relocation of traffic control devices, etc., which do not alter or impair the overall functional aspects of the improvements or work necessary to install the improvements.
2. May be administratively approved, at the discretion of the Local Entity Engineer, by written confirmation. Written confirmation shall be by initial and date noted in the revision box on the mylar plans. If the Local Entity Engineer does not approve the Minor Modification request, the Developer shall immediately comply with the plans or these Standards. The Local Entity Engineer's decision shall be the final decision regarding Minor Revisions unless appealed.

B. Major Revisions

1. Shall be a revision to the approved plans which is not specifically covered under the provisions for Minor Revisions and which affects the functional aspects of the improvements or work to install the improvements. (i.e. change in street width or horizontal alignment, change in functional classification, etc.).
2. The Major Modification cannot be administratively approved. The Developer is required to resubmit the Preliminary Plat or Preliminary Development Plan for review and subsequent approval by Staff, Planning Commission and/or Governing

Body. Additionally, all work related to the Major Revision may not be allowed to continue until the Local Entity has approved the Major Revision or appeal.

2.2.13 Record Drawings

Record Drawings shall include the statement in **Chapter 24, Acceptance Procedures and Record Drawings/Warranty**, and be signed, stamped, and dated by the Professional Engineer. The Record Drawings shall be prepared utilizing the original mylar plans. They must show any deviations from the approved plans. Record Drawings must be signed and stamped with the Professional Engineer’s statement that the changes have not changed the intent of the approved plans.

A. City of Loveland Requirements

The Record Drawings shall be submitted on mylar, as well as, in an approved electronic submittal format.

B. Larimer County Requirements

Two sets of Record Drawings shall be submitted in an approved blue-line submittal format.

2.3 SUBMITTAL PROCEDURES

2.3.1 City of Fort Collins

The City of Fort Collins has specific procedures for submittal, review, and approval within the development process. All submittals necessary for engineering requirements are discussed above in **Section 2.2**. An outline and checklist for the following procedures are available in the City of Fort Collins Development Manual:

- Project Development Plan
- Final Compliance Review
- Subdivision Plat (Final)

2.3.2 City of Loveland

The City of Loveland has specific procedures for submittal, review, and approval within the development process. All submittals necessary for engineering requirements are discussed above in **Section 2.2**. The procedures for submittal, review, and approval of all construction documents, other than the plan set, shall be found in the **Loveland Municipal Code (Chapter 16)** as well as below.

A. Submittal Types that Require Public Improvement Construction Plans

1. Final plats
2. Final development plans
3. Special review site plans

4. Building permits that require new or modified transportation improvements.

B. Submittal Requirements

1. Content and Format of Plans. Preliminary and Final Public Improvements Construction Plans submitted to the City shall be prepared pursuant to Chapter 16.20.070 and 16.20.090 of the Loveland Municipal Code. The plans shall also be formatted and contain appropriate items pursuant to the checklists in **Appendix E** of these Standards.
2. Review and approval process. The review and approval process for Preliminary Public Improvements Construction Plans shall comply with Chapter 16.20.70 of the Loveland Municipal Code. All Preliminary Public Improvements Construction Plans shall be submitted directly to the City's Current Planning Division.

The review and approval process for Final Public Improvements Construction Plans shall comply with Chapter 16.20.090 and shall also comply with the following criteria:

- a) All Final Public Improvements Construction Plans shall be submitted directly to the City's Current Planning Division. Completion dates for City review of each submittal of the plans will be forwarded to the Consultant Engineer (or Developer) once the submittal has been found to be complete.
- b) Upon completion of each City Department's review, the Consultant Engineer will be notified by each Department to pick up the respective review set of plans.
- c) After the Consultant Engineer has addressed all review comments from each City Department, the Consultant Engineer shall re-submit 5 revised blue/blackline sets of plans in accordance with a) above.
- d) Step b), above, may be repeated until such time as the City deems the plans to be approvable. At that time, the Consultant Engineer will be contacted by the City with a request to submit the original mylar title sheet with one final revised blue/blackline set of plans.
- e) Upon subsequent review and approval by the City of the mylar title sheet and the final revised set of plans, the Consultant Engineer (or Developer) will be contacted to pick up the approved mylar title sheet.
- f) Prior to the commencement of construction of public improvements within the Project, the Consultant Engineer (or Developer) shall return seven blue/blackline sets of the plans along with one complete set of mylar plans. The blue/blackline and mylar plans shall be copies of the originally signed and stamped plans. All mylar plans shall be per City "Mylar Submittals" criteria in **Section 2.2.11**.

2.3.3 Larimer County GMA

The following specific Larimer County requirements apply to both Fort Collins (GMA only) and Loveland (GMA only):

Larimer County has specific procedures for submittal, review, and approval within the development process. All submittals necessary for engineering requirements are discussed above in **Section 2.2**. The procedures for submittal, review, and approval of all construction documents, other than the plan set, shall be found in the **Larimer County Land Use Code**.