

CHAPTER 2

SUBMITTAL PROCEDURES

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CHAPTER 2 - SUBMITTAL PROCEDURES

2.1 DRAWINGS AND SPECIFICATIONS SUBMITTAL PROCEDURES

2.1.1 Consulting Engineers and Developers seeking approval and acceptance of Civil Engineering Reports and Construction plans shall follow the procedures outlined below. Submittal procedures and requirements for the various Town land development process can be found in the main body of the Regulations and in the Town of Bennett Planning Division publications.

2.1.2 Pre-submittal Meetings

The Planning Division routinely conducts pre-submittal meetings at which applicants to the various Town land development processes may ask questions, obtain direction and/or information from the Planning and Engineering Divisions. These meetings may be used by the applicant to obtain very basic development planning. Alternatively the applicant may use the meeting as a final check by staff to verify a specific type application is complete.

2.1.2.1 Engineering Division Pre-submittal Process

A pre-submittal consultation is suggested of all applicants for all processing steps of the subdivision Regulations. It is recommended that the applicant consult with the Town Engineering Division for general information regarding applicable design criteria, required procedures, possible drainage problems, and specific submittal requirements.

2.1.3 Final Plat/Final Development Plan

The final plat/final development plan application submitted to the Planning Division for any subdivision or planned development, whether residential, retail, commercial or office, shall include adequate detail drawings for the entire storm drainage system (including Drainage Reports), grading plans and roadway design.

Acceptance of these plans, or their subsequent revisions, is required as a condition of scheduling the final plat for a hearing before the Town Board of Trustees for the Town of Bennett (TBTTB).

2.1.3.1 Town acceptance of engineering plans for public improvements prior to TBTTB approval hearing constitutes:

-Engineering Division review and acceptance of the final design and construction plans. (However, formal Public Works signoff of plans will not occur until after recordation of final plat).

-Engineering Division concurrence of the public improvements cost estimate as defined in Chapter 14.

2.1.4 Engineering Review Objective

The Engineering Division objective for new submittals is to complete initial reviews and issue comments in 25 working days from date of submittal to the Engineering Division with the exception of Site Plan applications which shall be reviewed within 10 working days. 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 submitted to the applicant's Design Engineer or to the Town of Bennett Planning Division who shall forward comments to the applicant. When plans are returned to the Consultant for lack of adequate information or are considered seriously deficient, any resubmitted plans shall be considered a new submittal.

2.1.6 Developer Revision of Engineering Plans and Report

The Consultant will make all of the revisions requested on their original plans/report and resubmit according to the instruction. The

Engineering Division will normally process the resubmitted plans within 5-10 working days. Seriously deficient plans may require several reviews prior to approval.

2.1.6.1 When submitting revised plans, drawings or reports to the Engineering Division, the resubmitted must contain:

1. A new submittal form
2. The revised plans for review

2.1.6.2 When plans or reports have been accepted by the Engineering Division, the Consultant shall submit a minimum of four (4) sets, (three (3) sets signed by a professional Engineer), of blue-line copies of the plans/reports to the Engineer Division. Two (2) signed sets of plans will be returned to the Consultant and one (1) signed and one (1) unsigned set will be kept by the Engineering Division during construction. The Consultant may also submit up to four (4) more unsigned sets of blue-line copies for signature of the Town Engineer only for use by the Consultant, Owner/Developer, Contractor, etc.

After construction is completed, a letter shall be submitted to the Public Works Department requesting initiation of the two-year warranty period (see Chapter 7, and Chapter 11 of these Standards).

2.1.6.3 The maximum length of time needed to process the blue-line copies will be five (5) working days. This time may be extended under unusual conditions of workload.

2.1.6.4 The following policy regarding order of processing (priority) will be used for all submittals. Applications are processed on a first come, first serve within that category.

1. Blueline copies for signature
2. Resubmittals
3. Initial submittals

2.1.6.5 In the event of replatting or major plan revisions after the initial review, the resubmitted will be considered as a new submittal.

2.2 REVISIONS TO APPROVED PLANS

2.2.1 Construction plans, pavement design reports, drainage reports, and any other documents are approved initially for 12 months (1 year). If not constructed during this time period, they automatically become void and must be updated to current criteria before any further permits can be issued.

2.2.2 Whenever updates or revisions to previously approved construction plans, specifications or drainage reports are necessary, the Consultant will revise the mylars and will submit updates or revisions through the normal document submittal process. After all Engineering Division comments and revisions have been incorporated, the blueline copies mentioned above in Section 2.1.6.2 containing revisions shall be submitted by the applicant for approval.

2.3 SUBMITTAL CHECKLIST

2.3.1 Final Construction Plans and supporting documents for subdivision public improvements, or other public improvements within the Town of Bennett right-of-ways.

Pertaining documents must be submitted with the Submittal Forms as follows:

2.3.1.1 A cover sheet as per the outline provided in exhibit "A" within the back of this section containing an approval block as per exhibit "B". All sets of plans shall be 24"x36" in

size and bound when submitted as part of a full set of Development Plans or as per Sections 3.7.3 and 3.8.(1), whichever is applicable.

- 2.3.1.2 Street Plans and Profile.
- 2.3.1.3 Storm sewer plan and profile as recommended in the Phase III Drainage Report including details for all structures and material specifications.
- 2.3.1.4 Culvert plan, profile and construction detail for structures.
- 2.3.1.5 Traffic signing and striping plan.
- 2.3.1.6 Pavement design with supporting geotechnical report. Note: final construction plans may be signed without a final pavement design. An appropriate note indicating (1) a preliminary design basis or (2) that no design is complete, must be included. No pavement construction permits will be issued without an approved pavement design. See Chapter 5.
- 2.3.1.7 Plan for traffic control during construction.
- 2.3.1.8 Water and sanitary sewer construction plans as approved by the Town Engineer. If these plans represent lines for installation under existing roads, they must be approved by the Town (see Section 2.3.5). If these plans are for lines to be installed within the proposed roadways, the plans are provided for information only.
- 2.3.1.9 If not previously approved, the Phase III Drainage Report (see Storm Drainage Design and Technical Criteria).
- 2.3.1.10 Public improvements cost estimate (if applicable).

- 2.3.1.11 Engineering review fee (as per exhibit "C").
- 2.3.1.12 Final plat with appropriate dedication statements for public right-of-way and easements.
- 2.3.2 Not a part of final construction plans. The following must be included with the submittal form for a pavement design:
 - 2.3.2.1 Proposed design and alternatives with a Geotechnical Engineering Report.
 - 2.3.2.2 A separately submitted pavement design shall be considered a submittal of the associated final construction plans for the purpose of establishing the review fee. The fee shall accompany the application for the construction plans.
- 2.3.3 Phase III Drainage Report
When not a part of the final construction plan. The following shall accompany the submittal forms:
 - 2.3.3.1 A Drainage Report for separate approval shall include all elements described in the Storm Drainage Design and Technical Criteria, Phase III Drainage Report.
 - 2.3.3.2 A review fee shall be paid by the applicant for a separately submitted Phase III Drainage Report.
- 2.3.4 Final Construction Plans for Town Roadway Access
When not a part of a final plat or final development construction plans. The following must accompany the submittal form:
 - 2.3.4.1 Plan and profile the existing street(s) showing access point(s) construction details. The extent of existing streets to be shown is 150' (minimum) in each direction from the access point(s). At the discretion of the

Town Engineer, plan and profile of existing streets may be extended beyond the minimum distance.

2.3.4.2 Engineering review fee.

2.3.5 Final Construction Plans for Utility Work in Town of Bennett Right-of-way

When separate from Roadway Construction Plans, the following must accompany the Submittal form.

This section applies to new installations or major extensions of utility lines in existing Town right-of-way and/or under existing Town roadways. These requirements do not apply to maintenance work. (See Chapter 10, Permit Procedures for Street Cut and ROW. Use permit and applications).

2.3.5.1 Street plan and profile for location of street cuts, size and location of utilities being repaired, replaced or constructed.

2.3.5.2 Specification and construction details of trench backfill compactions and roadway reconstruction. This information can be provided through notes and details in the final construction plan submittal.

2.3.5.3 Engineering review fee must accompany the application.

2.3.6 Revisions or Updates to Approved Final Construction Plan
The following must accompany the submittal form:

2.3.6.1 Letter stating the scope and purpose of the construction plan revisions.

2.3.6.2 The previously approved construction plan sheets, marked up with revisions.

2.3.6.3 The revised final construction plan sheets, including all appropriate notes and details.

2.3.6.4 Engineering review fee.

2.3.7 Striping and/or Signing Plan

When not submitted with Final Construction Plans, the following shall be submitted with the submittal form:

2.3.7.1 Plan of existing striping/signing.

2.3.7.2 Plan of proposed striping/signing.

2.3.7.3 The Engineering review fee.

2.3.8 Erosion and Sediment Control Plans

This type submittal is governed by the Storm Drainage Design and Technical Criteria Manual. The Erosion and Sediment Control Plan is an integral part of the Phase III Drainage Report. See Section 2.3.3 in these Standards for submittal requirements.

2.4 DRAFTING STANDARDS

2.4.1 General

All development plans submitted for approval and record shall meet the following minimum standards:

A. Plans shall be 24"x36". Final "As Built" plans shall be mylar reverse reading, 3 millimeter mylar sepias of the original, clean, clear and free from objectionable background.

B. Double plan and profile sheets will not be allowed.

2.4.2 Lettering

Letter size shall not be less than one-tenth (0.10) of an inch. (Number 100 Leroy template.)

LETTERING USED ON ENGINEERING DRAWINGS EITHER BY FREE-HAND, TYPED, OR THE USE OF A LETTERING GUIDE WILL BE GREATER THAN OR EQUAL TO A NUMBER 100 LETTERING GUIDE (0.10). ALL LETTERING MUST BE IN SHARP CONTRAST WITH THE BACKGROUND OF THE ORIGINAL.

SECTION 2.5

SUBMITTAL FORMS

ATTN: Engineering Planning Public Works
 Building Department Fire Chief Date Rec'd

TOWN OF BENNETT
355 FOURTH STREET, CO 80102-0097
Town Hall: 303-644-3249 Public Works Dpt: 303-644-4009
Fax: 303-644-4265

ROAD & UTILITIES REVIEW REQUEST & SUBMITTAL FORM

PROJECT OWNER CONSULTING ENGINEER OR OTHER OWNER
REPRESENTATIVE
NAME _____ NAME _____

ADDRESS _____ ADDRESS _____

TELEPHONE _____ TELEPHONE _____

CONTACT _____ CONTACT _____

PROJECT NO/PROJECT NAME _____

LOCATION _____

DRAWINGS/PLANS/REPORTS SUBMITTED FINAL CONSTRUCTION PLANS FOR:

<input type="checkbox"/> Preliminary Const. Plans	<input type="checkbox"/> Traffic Report	<input type="checkbox"/> Plat or Development Plan
<input type="checkbox"/> Plat or Development Plan Documents	<input type="checkbox"/> Pavement Design	<input type="checkbox"/> Other (please explain below)
<input type="checkbox"/> Changes to Approved Const. Plans	<input type="checkbox"/> Access Request for Town Road	
<input type="checkbox"/> Drainage Report (Phase I, II or III)	<input type="checkbox"/> Street Cut Request	
<input type="checkbox"/> Cost Estimate of Public Improvements	<input type="checkbox"/> Signing & Striping Plan	
	<input type="checkbox"/> Soils Reports	

Drawings Submitted _____

THIS APPLICATION IS(Check One): AN INITIAL SUBMITTAL A RESUBMITTAL
IF RESUBMITTAL, WHAT WAS DISPOSITION OF PREVIOUS SUBMITTAL:

Conditional Approval Denial Revisions Requested

SPECIFY ONE OF THE FOLLOWING FOR THIS APPLICATION:

Plat or Development Plan Area(acres) _____ Roadway Plans, Roadway Length(ft) _____

Drainage Master Plan or Storm Sewer Basin Service Area (acres) _____

ACTION REQUESTED: Review & Comment Information Only Approval Other(explain)

Submitted By _____ Date _____

Fee Amount _____ From _____ Date Paid _____ Verified _____

All Applications for Final Construction Approval must be Accompanied
By Payment of Review Fee

Instructions for Completing Town of Bennett Submittal Form(s)

1. The name, address and telephone number of the project or property owner shall be provided. If applicant is a company, provide the company name and the name of the individual responsible for contact with the Town.
2. The name, address and telephone number of the Engineer or Contractor who prepared the documents submitted shall be provided. The name of the individual who is responsible for contact with the Town on the project shall be provided.
3. Project name shall be supplied. If this is a resubmittal of documents previously submitted to either the Town of Bennett or the Engineering Divisions, use the same name associated with the original submittal. For example, if submitting revised drainage studies or construction plans for review and comment, use the subdivision name on the plat application. If this Project has previously been assigned a case number this number shall be included on the project name. This expedites the handling of the application.
4. Project location can be specified by township, range, section and quarter section; by proximity to an adjacent street intersection; and/or by legal address of the project.
5. The applicant shall specify the type of documents submitted by checking the appropriate box. Construction plans shall be listed and indicated in the space provided or may be attached by referenced note.
6. The applicant shall identify the application as an initial submittal or resubmittal for the action being requested. Final construction plans submitted for the first time are considered an initial submittal.
7. The applicant shall specify one of the following so the review fee can be established:
 - Gross area of the plat or development plan or total property (acres).

- Roadway length, in feet, depicted in roadway construction plans.
- Storm sewer service area or drainage master plan study area(acres).

8. The applicant shall state the Town action being requested. Check the appropriate box and provide any clarifying comments or special conditions. Attach explanatory letter to the application if appropriate.
9. The person submitting the application shall sign and date the application (this means the responsible person representing the project owner, not the messenger or delivery person).
10. All 24"x36" blue-line plans shall be folded to approximately 9'x12' except plans for sign-off.
11. The Town reserves the right to reject incomplete applications.

Attn: Engineering Planning Public Works Dept.
 Building Fire Chief

TOWN OF BENNETT
355 FOURTH STREET, CO 80102-0097
Town Hall: 303-644-3249 Public Works Dept: 303-644-4009
Fax: 303-644-4265

LAND USE & SUBMITTAL REVIEW REQUEST FORM

DATE _____

NAME OF PROJECT _____

ADDRESS/LOCATION _____

LEGAL DESCRIPTION _____

Please Check all Appropriate Item(s):

<input type="checkbox"/> Sketch	<input type="checkbox"/> Rezoning (map amendment)	<input type="checkbox"/> Sketch PD Plan
<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Zoning Language Amendment	<input type="checkbox"/> Preliminary PD Plan
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Zoning Variance	<input type="checkbox"/> Final PD Site Plan
<input type="checkbox"/> Combined Plat	<input type="checkbox"/> Use by Special Review	<input type="checkbox"/> Final PD Site Plan
<input type="checkbox"/> Minor Plat/Replat	<input type="checkbox"/> Annexation	<input type="checkbox"/> PD Minor Amend.
<input type="checkbox"/> Subdivision Variance	<input type="checkbox"/> Sketch PD plan	<input type="checkbox"/> PD Major Amend.
<input type="checkbox"/> Preliminary PD plan	<input type="checkbox"/> Final PD site plan	
<input type="checkbox"/> PD Minor Amendment	<input type="checkbox"/> PD Major Amendment	
<input type="checkbox"/> Other _____		

Present Zoning: _____ Acre in Acres: _____

Proposed Zoning: _____ Present Use: _____

Proposed # of Lots _____ Proposed # of Dwelling Units _____

(If Applicable) _____ (If Applicable) _____

Proposed Gross Floor Area (If Applicable) _____

Property Owner: _____ Applicant Representative: _____

Name: _____ Name (individual) _____

Address: _____ Business Name: _____

_____ Address: _____

Telephone# _____ Telephone# _____

_____ Telephone# _____

_____ Telephone# _____

Signature of Owner _____ Fax: _____

IF APPLICATION IS FOR A PLAT, HAVE ALL MORTGAGE HOLDERS SIGN BELOW.

I/We, hereby acknowledge my/our full agreement with the above application being presented to the Town of Bennett by the person or firm designated above.

Name (Please Print) _____ Signature

Project _____

ENGINEERING REVIEW FEE

DESCRIPTION	ENGINEERING FEE	QUANTITY	SUB-TOTAL
SKETCH/PELIMINARY PHASE I&II DRAINAGE REPORTS	\$300 + \$40 x V Ac.		
FINAL PLATPHASE III DRAINAGE REPORT _____ STREET STORM CONSTRUCTION	<u>\$300 + \$40 x V Ac.</u> \$300 + \$40 x V Ac.		
SITE PLAN <2 ACRES _____ >2 ACRES _____ MAXIMUM	\$ 200 _____ <u>\$200 + \$100/ACRE</u> \$ 5000.		
UTILITY CONSTRUCTION PLANS	\$280/2000 L.F.		
LANDSCAPE PLANS	\$200 + \$40 x V Ac.		
REGIONAL DETENTION POND CONSTRUCTION PLANS	\$300 + \$40 x V Ac.		
FLOOD PLAIN MODIFICATION STUDY MINOR _____ MAJOR _____	\$220 _____ <u>\$570 _____</u>		
PAVEMENT DESIGN REPORT INCLUDING MINOR CONSTRUCTION PLANS AND/OR REVISIONS	\$200		
OTHER	\$65.hr		
		TOTAL	

Engineering fees listed are for initial submittal and two additional submittals. All third submittals are charged 50% of the initial submittal fee. Resubmittals following a conditional approval require NO fee. The Town reserves the right to send referrals to outside agencies from which expert technical assistance may be requested. Fees may be assessed by referral agencies for outside review and are the responsibility of applicant.

GENERAL FEE REVIEW SCHEDULE

Fees: Must be paid prior to or at time of the application. Any exceptions must be approved by the Town Board.

Refunds: Written request must be submitted prior to being scheduled for Planning Commission or Town Council.

Pre Application Review	No Fee
Residential Zone	\$300. Base + \$10./ac
Nonresidential Zone	\$300. Base + \$50.00/ac if 0 to 10 ac Plus \$40.00/ac if 10.01 to 25 ac. Plus \$30.00/ac if 25.01 to 50 ac Plus \$25.00/ac if 50.01 to 100 ac Plus \$20.00/ac if 100.01 or more ac
Sketch PD	No Fee
Planned Development (PD) \$ 1,000. includes \$500 for PD ordinance \$500.00 for preliminary PD Site Plan	\$1,000. Base +\$30.00/ac if 0 to 100 ac Plus \$25.00/ac if 100.01 to 320 ac Plus \$20.00/ac if 320.01 to 640 ac Plus \$15.00/ac if 640.01 to 1000 ac Plus \$10.00/ac if 1000.01 or more
Final PD Site Plan	\$500.
Sketch Plat	\$200. Base plus \$5.00/ac (Credited to cost of preliminary plat)
Preliminary Plat	\$300. Base plus greater of \$20.00/lot or \$10.00/du
Final Plat	\$200. Base plus greater of \$20.00/lot or \$10.00/du
Combined (Preliminary & Final Plat)	Same as Separate Preliminary & Final Plat
Minor Plat/Replat	\$500.
Annexation	\$500. Base Plus \$50.00 from 0 to 100 ac Plus \$200.00 from 100.01 to 320 ac Plus \$400.00 from 320.01 to 640 ac Plus \$800.00 from 640.01 to 1000 ac Plus \$1000.00 from 1000.01 or more ac
Annexation & Development Contract	\$750.00
Vacation of Plats of Record, Rights-of-Way and Easements	\$200.00
Use by Special Review	\$500.00
Appeals to Board of Adjustment (Zoning Variance)	\$250.00
Sign Permit (zoning Inspection Fee Only)	\$15.00
Special Permit Request for Freestanding Freeway Oriented Sign, or Subdivision/Neighborhood/Village Identification Sign	\$150.00
Administrative Review of Shared Parking and/or of Site Parking Lots Including Recording Fees	\$45.00
Minor Administrative PD Modification (Amendment)	\$150.00
Major PD Modification (Amendments)	\$1000.00 Base (for site plan and ordinance) plus acreage fee. Acreage fee is based on portion of site affected by the Planning Director if the Planning Director determines nature of change is a comprehensive rezoning the full fee based upon total site acreage shall be applied
Recording Fees	Charged at time of recording