

CONSTRUCTION PLAN REQUIREMENTS

Construction Plan Approval Process

- Step 1: Construction plans shall be submitted for review during the application process with the Community Development Department through the Town's eTrakit system. All comments from each referral agency shall be satisfactorily addressed. The Town construction plans and water and sanitation district plans shall be combined and shall follow the Plan Sheet Submittal List found in Appendix B.
- Step 2: When all comments from each review agency have been addressed, a project may be scheduled for any necessary hearings before the Town's Planning Commission and/or Town Council.
- Step 3: Construction Plans will not be considered for approval until all of the following have been completed:
- The application is approved by the Planning Commission and/or Town Council, as applicable, and formal approval is granted from the Town's Community Development Department.
 - The plat associated with the application shall be recorded (if applicable).
 - A copy of all offsite easements necessary for construction shall be provided to the Town for verification.
 - A Subdivision Improvement Agreement (SIA) or Development Agreement, as applicable, shall be recorded, including the submittal of any required payments or Public Improvement security.
 - All required fees (review, tap, permit, etc.) shall be paid in full to the Town, water and sewer district, and any other applicable agencies.
 - All other conditions of approval must be satisfactorily addressed.
- Step 4: The Record Set of construction plans shall be submitted for approval as follows:
- A .pdf of a signed and sealed set of the approved Town and Water & Sewer plan sets shall be uploaded to eTrakit.
 - First, the Town's Fire/Life Safety reviewer will review and affix their approval to the appropriate sheets.
 - Second, the water and sewer district will review and approve their plan set per each district's requirements. Hard copies and/or mylars may be required for some districts. Note that this requires the developer to submit all necessary easements, agreements, fees, and security to the district.
 - Last, after proof of the water and sewer district's approval has been provided to the Town, the Town will affix their approval to the construction plans.
- Step 5: After the Record Set of construction plans have been approved, the applicant shall provide the following:
- Seven (7) 11" x 17" hard copies of the fully approved plans for the use of Town staff.
 - Copies of the water and sewer plan set to the applicable district, per their standards.
 - Signed and sealed .pdfs of all technical reports associated with the project.
 - A complete .pdf of the entire approved plan set. This will remain on eTrakit for the duration of the project, but should be downloaded by the developer for their long-term records.

Step 6: A grading permit will not be issued until the following have been completed:

- All applicable items on the grading permit application checklist have been submitted to an eTrakit permit application and approved by the Town, including financial security for grading and CBMPs. Note that the grading permit application can be started in advance of Construction Plan approval.
- A Preconstruction Meeting shall be held. The meeting **will not** be scheduled until all items on the Grading Permit Checklist and Preconstruction Meeting Packet have been satisfactorily addressed and Steps 1-5 have been completed.
- A separate Preconstruction Meeting will be held with PWSD; however, it does not need to be completed prior to issuance of the Grading Permit.
- The initial CBMP's have been installed and accepted by the Town.

Please contact the individual agencies for specifics.