
Submittal Procedures

A. Construction Plans and Specifications Submittal Procedure

1. **General:** Project engineers and developers seeking approval and acceptance of civil engineering reports, construction plans, and site plans are required to follow the procedures as established by each jurisdiction. These procedures are generally outlined in this section. The adherence to these procedures will assist in an efficient review of engineering plans and reports. Each jurisdiction reserves the right to modify certain procedures to fit their unique situation.
2. **Pre-submittal Meetings:** Each jurisdiction may conduct pre-submittal meetings at which developers may ask questions and obtain direction and/or information from the jurisdiction's staff. These meetings may be used by the developer to obtain very basic information about procedures, practices, or standards as a basis on which to begin development planning. Alternatively, the applicant may use the meeting as a final check by staff to verify a specific type of application is complete.
3. **Submittal of Public Improvement and Development Plan Application:** The development plan application, site plans, revised site plans, and other public improvements submitted to the jurisdiction for any project, subdivision, or planned unit development, whether residential, retail, commercial, or industrial, should include drawings for public improvements including any impact reports. Initial plan submittals must be marked as "Draft" or "Not for Construction."
4. **Engineering Review Objective:** The primary objective of the jurisdictional engineer is to ensure conformance with the adopted codes, standards, and master plans, as well as to ensure coordination with adjacent projects, developments, and landowners. The jurisdictional engineer also completes the initial review and issues comments according to the schedule prescribed by the jurisdiction to prevent delaying further review by other agencies or impact any other scheduling, such as subdivision platting.
5. **Results of Engineering Review:** After the review is completed, the check prints and comments report will be returned to the project engineer.
6. **Revision of Engineering Plans and Reports:** The project engineer will make all the revisions requested on the original plans/report and re-submit until all comments are sufficiently addressed. Seriously deficient plans may require several reviews prior to approval.
7. **Revision of Plans and Reports:** When submitting revised plans, drawings, or reports to the jurisdictional engineer, the re-submittal must contain the following.
 - a. The revised plans for review.
 - b. All check prints from previous reviews with copies of the previous plans. Notations should be made after each comment if the correction was made or justification why a comment is not valid.
 - c. If fees are applicable, they must accompany the application.

If all of the above are not submitted, the re-submittal may be returned without further action until such time as the submittal is complete.

- 8. Order of Processing:** The following policy regarding order of processing (priority) will be used for all submittals. Applications are normally processed on a first come basis.
- a. Final media for approval.
 - b. Resubmittal, complete package.
 - c. Initial submittal, complete package.

When plans are returned to the project engineer for lack of adequate information, or in the event of re-platting or major site plan revisions after the initial review, the re-submittal will be considered a new submittal rather than a return. A thorough technical review will be started by the jurisdiction when adequate information is provided.

- 9. Approved Plans:** When plans or reports have been conditionally approved by the jurisdictional engineer, the project engineer should submit a minimum of two 11 by 17 inch copies (or as required by the jurisdiction) of the final plans, certified according to the Iowa Code. Meet the jurisdictional engineer's requirements to ensure all lettering and details are legible. Final construction plans are to be filed as a PDF file on a disk, flash drive, by email, cloud storage, or other form of media as required by the jurisdiction. If the project relates to a development, original engineering plans for public improvements may be approved by the jurisdictional engineer, only after the approval of the preliminary plat, the land dedication, and the subdivision improvements agreement associated with property.

B. Updates to Previously Approved Plans

1. Construction plans, pavement design reports, drainage reports, site plans, and other documents are approved initially for 12 months, or as specified by the jurisdiction. 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. The jurisdictional engineer may grant an extension to the construction plans, pavement design reports, and drainage report validity period; provided a) the development plan, construction plans, or reports have not substantially changed, and b) that other conditions affecting the development site have not substantially changed or do not require a modification to approved plans or specifications.
2. Whenever updates or revisions to previously approved construction plans, specifications, or drainage reports are necessary, the project engineer will submit updates or revisions through the normal document submittal process. After all jurisdictional engineer comments and revisions have been incorporated, the construction plans or reports containing revisions may be submitted for approval.

C. Submittal Checklist

At a minimum, the following documents should be submitted for review and approval when preparing final construction plans for public improvements or private improvements subject to approval by the jurisdiction.

1. Street plan and profile.
2. Storm sewer plan and profile, including details for all structures and material specifications.
3. Culvert plan, profile, and construction detail for structures.
4. Permanent traffic signing and striping plan.
5. Pavement design where required.
6. Grading and erosion control plan.
7. Sanitary sewer plan and profile including details for all structures, material specifications, and sewer treatment agreement with sewer capacity calculations. Completed permit forms.
8. Water construction plans as approved by the governing jurisdiction or utility with a water supply agreement and completed permit forms. If these plans represent lines to be installed with the proposed roadways, the plans must be approved by the jurisdictional engineer.
9. Plan for traffic control during construction.
10. Engineering review and approval fee, if required.
11. All appropriate permits from the jurisdiction and state and federal agencies.
12. Identification of right-of-way and permanent or temporary easements along with any conditions of use.
13. Stormwater management plan and SWPPP.
14. Geotechnical report.
15. Accessible pedestrian facility plans and documentation.
16. Design variance, if applicable.