

CHAPTER 2
SUBMITTAL PROCEDURES

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Connie Joiner, Clerk & Recorder, Teller County, Colorado

**CHAPTER 2
SUBMITTAL PROCEDURES**

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CHAPTER 2 - SUBMITTAL PROCEDURES**2.1 DRAWINGS AND SPECIFICATIONS SUBMITTAL PROCEDURE**

2.1.1 Submittal procedures and requirements for the various land use approvals and permits can be found in the Land Use Regulations. Persons seeking approval and acceptance of civil engineering reports and construction plans shall follow the procedures in these Roadway Standards. Submittal of reports and/or plans without a County Engineer submittal form or waiver form shall constitute an incomplete submittal and will not be processed until receipt of a completed submittal form. Refer to Section 1.6.1 of these Roadway Standards for third party review information.

2.1.2 Presubmittal Meetings

The Planning Department routinely conducts presubmittal meetings at which Applicants to the various County land development processes may ask questions, obtain direction and/or information from the Planning and Road and Bridge Departments. These meetings may be used by the Applicant to obtain very basic information about County 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 application is complete.

2.1.2.1 County Engineer Presubmittal Process

A presubmittal consultation is suggested of all Applicants for all processing steps of the Roadway Standards and Land Use Regulations. It is recommended that the Applicant consult with the Planning Director for general information regarding applicable design criteria, required procedures, possible drainage problems, and specific submittal requirements.

2.1.3 Final Plat or Major Building

The final plat or major building application submitted to the Planning Department 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 BOCC .

2.1.3.1 County acceptance of engineering plans for public improvements prior to BOCC approval hearing constitutes:

- County Engineer review and acceptance of the final design and construction plans. (However, formal County Engineer sign off of plans will not occur until after recordation of final plat.)
- County Engineer concurrence of the public improvements cost estimate as defined in Chapter 14.
- County Engineer review and acceptance of the S.I.A. See the Planning Department for required S.I.A..

2.1.4 Engineering Review Objective

The County Engineer's objective for new submittals is to complete initial reviews and issue comments in 20 working days from date of submittal to the Planning Department. The actual time required is a function of the submittal complexity and overall workload of the County Engineer. Section 2.1.6.2 for set requirements (Section 2.1.6.4).

2.1.5 Results of Engineering Review

The review comments shall be submitted to the Applicant's engineer or to the Planning Department, who shall forward the comments to the Applicant. When the County staff or County Engineer returns plans 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 Reports

The Applicant's engineer will make all the revisions requested on their original plans/report and resubmit according to the instructions. The County Engineer 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 County Engineer, the resubmittal must contain:

1. A new submittal form
2. The revised plans (and any revised reports) for review

2.1.6.2 When plans or reports have been accepted by the County Engineer, the Applicant's engineer shall submit a minimum of four (4) sets (all four (4) sets signed by a professional engineer) of blueline copies of the plans/reports to the Planning Department. The County Engineer will sign all four (4) sets. Two (2) signed sets of plans will be returned to the Applicant's Engineer (one record set for the Applicant's Engineer, and one record set for the Applicant) and one (1) signed set will be kept by the County Engineer and one (1) signed set will be kept by the Planning Director. The Applicant's engineer may also submit up to four (4) more signed sets of blueline copies for signature of the County Engineer for use by the Applicant, contractor, etc. The County Engineer will not sign blueline copies that have not been signed and stamped by a professional engineer.

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

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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 any major revisions, by or on behalf of the Applicant, after the initial review, the resubmittal will be considered as a new submittal.

2.2 REVISIONS TO APPROVED PLANS

2.2.1 Construction plans, pavement design reports, drainage reports, and other documents are approved initially for 24 months (2 years). The Planning Director may approve an extension for (a) one year if the improvements are 75% complete or, (b) as a result of a force majeure, or (c) if another time period had been approved as part of a development plan or final plat. If not constructed during such time period, they automatically become void and must be updated to current criteria and re-approved 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 Applicant's engineer will revise the mylars and will submit updates or revisions through the normal document submittal process. After all County Engineer comments and revisions, have been incorporated, the blueline copies, in Section 2.1.6.2 containing revisions shall be submitted by the Applicant or Applicant's engineer for approval.

2.3 SUBMITTAL CHECKLIST

2.3.1 For final construction plans and supporting documents for final plats, major buildings, Special District public improvements, or other public improvements within Teller County right-of-way, the following documents (as applicable) shall be submitted with the Submittal Form:

2.3.1.1 Road Plan and Profile

2.3.1.2 Storm sewer plan and profile as recommended in the drainage report, including details for all structures and material specifications.

2.3.1.3 Culvert plan, profile and construction detail for structures.

2.3.1.4 Traffic signing and striping plan

2.3.1.5 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 7 for pavement design and technical criteria.

- 2.3.1.6 Plan for traffic control during construction for any roads or drives in use by the general public.
- 2.3.1.7 Water and sanitary sewer construction plans as approved by the governing district or utility. If these plans represent lines for installation under existing roads, they must be approved by the County (See Section 2.3.5). If these plans are for lines to be installed within the proposed roadways, the plans are provided for review of conflicts and coordination with Roadway Standards.
- 2.3.1.8 If not previously approved, the drainage report (Drainage Criteria, Appendix G).
- 2.3.1.9 Public improvements cost estimate.
- 2.3.1.10 Engineering review fee.
- 2.3.1.11 As applicable, either (a) final plat with appropriate dedication statements for public right-of-way and easements, or (b) development plan for a major building.
- 2.3.1.12 The Phasing Plan must be submitted and accepted by the County Engineer prior to the submittal of the Final Plat and all final construction drawings.
- 2.3.1.13 **Erosion and Sedimentation Control Plans**
When this type submittal is governed by the Drainage Criteria. The Erosion and Sedimentation Control Plan is an integral part of the Drainage Report. See Section 2.3.3 for submittal requirements.
- 2.3.1.14 **Landscape Plans**
Landscape plans are required for any landscaping proposed within the public ROW, or which would affect the sight-distance of a public road. Landscape plans must show all landscaping which could affect sight distance and all landscaping within the public ROW including, but not limited to, location of all plants, shrubs, trees, irrigation lines, proposed road-cuts, direction of drainage flows both on the road and on the proposed landscaped area, road names, vicinity and key maps, general notes, signature block, etc. See Chapter 3 for additional requirements. (See Section 3.19).
- 2.3.2 **Pavement Design Report**
When 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 any 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 purposes of establishing the review fee. The fee shall accompany the application for the

2.3.3 Drainage Report

When not a part of a final construction plan, the following shall accompany the Submittal Form:

- 2.3.3.1 A drainage report for separate approval shall include all elements described in the Drainage Criteria (Appendix G).
- 2.3.3.2 A review fee shall be paid by the Applicant for a separately submitted Drainage Report.
- 2.3.3.3 Erosion and Sedimentation Control Plan.

2.3.4 Final Construction Plans for County Roadway Access (excludes Individual Residential Driveways)

When not a part of final plat or development construction plans, the following must accompany the Submittal Form.

2.3.4.1 Plan and profile of existing road(s) showing access point(s) and construction details. The extent of existing roads to be shown is 150' (minimum) in each direction from the access point(s). At the discretion of the County Engineer, plan and profile of existing roads may be required to extend beyond the minimum distance.

2.3.4.2 Engineering review fee.

2.3.5 Final Construction Plans for Utility Work in Teller County Right-of-Way (independent of road construction).

This section applies to new installations or major extensions of utility lines in existing County right-of-way and/or under existing County roadways. These requirements do not apply to maintenance work. (See Chapter 10, Permit Procedures bonding requirements for contractors.) When separate from roadway construction plans, the following must accompany the Submittal Form.

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

2.3.5.2 Specification and construction details of trench backfill, compaction, 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.

2.4 DRAFTING STANDARDS

2.4.1 General

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

2.4.1.1 Plans shall be 24" x 36". Final "As-Built" plans shall be mylar reverse reading, 3 millimeter mylar reproducibles of the original, clean, clear and free from objectionable background.

2.4.1.2 Double plan and profile sheets will not be allowed.

2.4.2 Lettering

Lettering used on engineering drawings either by freehand, typed, or the use of a lettering guide shall be greater than or equal to a number 100 lettering guide (0.10"). All lettering shall be in sharp contrast with the background of the original.

Figure 2.1

ATTN: Planning
 Fire Dept.
 County Engineer
 Road & Bridge Department

TELLER COUNTY PLANNING DEPARTMENT

ENGINEERING SUBMITTAL AND WAIVER FORM DATE RECEIVED _____
(See reverse for instruction on completing this form)

PROJECT OWNER _____ APPLICANT'S ENGINEER OR OTHER OWNER REPRESENTATIVE _____
NAME _____ NAME _____
ADDRESS _____ ADDRESS _____
TELEPHONE _____ TELEPHONE _____
CONTACT _____ CONTACT _____

PROJECT NO./NAME _____

LOCATION _____

DRAWINGS/PLANS/REPORTS SUBMITTED:

- Preliminary Construction Plans
- Plat or Development Plan Documents
- Changes to Approved Const. Plans
- Drainage Report
- Cost Estimate of Public Improvements
- Traffic Report
- Pavement Design
- Signing & Striping Plan
- Soils Report
- Waiver Request

FINAL CONSTRUCTION PLANS FOR:

- Plat
- Major Building
- Metro District
- Other Special Purpose Plans
- County Special District
- Soils Report
- Other (please explain below)

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 _____

ENGINEERING REVIEW & ACCEPTANCE FEE:

Fee Amount \$ _____ from Sch A Sch B-1 Sch B-2
Date Paid: _____ Verified _____

3/98

All Applications for Final Construction Plan Approval Must be accompanied by payment of Engineering Review Fee

INSTRUCTIONS FOR COMPLETING TELLER COUNTY ENGINEERING SUBMITTAL AND WAIVER FORM

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 County.
2. The name, address, and telephone number of the engineer or contractor who prepared the documents submitted shall be provided. The name of an individual who is responsible for contact with the County on the project shall be provided.
3. Project name shall be supplied. If this is a resubmittal of documents previously submitted to the County Engineer, 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 planning case number, this number shall be included with 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 road 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 application 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 County 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 documents shall sign and date the application (this means the responsible person representing the project owner, not the messenger or delivery person).
10. All 24" x 36" blue-line plans shall be folded to approximately 9" x 12", except plans for sign off. Plans not folded will not be accepted.
11. Teller County reserves the right to reject incomplete applications.
12. If application is for, or includes a request for, a waiver from any of the requirements of the Roadway Standards, attach a typewritten sheet stating the nature of the request, the reason for the request, asserted justification for the request and any supporting documentation or calculations.

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