Chapter 2

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2.1 General

2.1.1 All capital improvement plans, private subdivision plans, site plans, reports, and related documents shall conform to the following submittal requirements, unless waived by the City Engineer. All plans shall conform to the current version of the City's CAD standards.

2.2 Submittal of Reports and Plans for Review

2.2.1 **Submittal Format.** Design Professionals or Owners seeking approval and/or acceptance of reports, plans, and related documents shall submit an electronic copy (PDF format, or another format as specified by the City Engineer) through the City's online portal for review.

If reports and/or plans are returned for revisions, all revisions shall be made prior to resubmittal through the City's online portal.

2.2.2 **Conformance.** Plans submitted shall be in conformance with Chapter 13: Plan Submittals. The plans shall include any special provisions. Reports shall be submitted in electronic format (PDF) or in another format specified by the City Engineer, consistent with the requirements of the applicable chapters of these standards. If a required report is not specifically addressed in these standards, it shall include all relevant data, references, and calculations.

2.3 Acceptance of Reports and Plans

2.3.1 **Review Process.** The Office of the City Engineer will work to complete plan reviews within approximately ten (10) working days per submittal. Review duration may vary based on project complexity and staff workload. Upon completion, review comments will be provided to the Design Professional or Owner. A review conference may be requested if needed. Plans and/or reports will be either accepted or returned with required revisions.

2.3.2 **Acceptance.** Upon acceptance of reports, plans, and related documents, the following submittals are required: For Capital Improvement Projects, submit electronically one DWG format and one PDF format to the Office of the City Engineer. For private subdivision and sites, submit electronically one DWG format and one PDF format to the Office of the City Engineer. All final drawings, plans, specifications, reports, plats, or other architectural, engineering, or land surveying documents, papers, or diagrams involved in the practice of architecture, professional engineering, or land surveying shall be dated and bear the signature and stamp or seal of the architect, professional engineer, or land surveyor who was responsible for the preparation thereof.

2.4   Revisions to Accepted Plans

2.4.1   **Initial Acceptance.** Construction plans, specifications, and reports are accepted initially for eighteen (18) months. If substantial construction has not commenced during this time period, such documents automatically become void and must be updated to current Design Standards before any further permits can be issued. Upon written request, the City Engineer or a designee may grant a one-year extension to the construction plans, specifications, and/or report, provided a) the development plans, construction plans, and specifications substantially conform to current Design Standards and ordinances; and b) that other conditions affecting the development site have not substantially changed or do not require a modification to accepted plans or specifications.

2.4.2   **Updates or Revisions to Accepted Plans.** Whenever updates or revisions to previously accepted plans, specifications, or reports are necessary, the Design Professional shall submit updates or revisions through the normal document submittal process, ensuring the revisions meet the requirements of the current Design Standards. This submittal shall meet the requirements of Section 2.2 of these Design Standards. The Design Professional must provide a letter outlining the revisions and indicate affected sheet numbers. Notes shall be included on the Title sheet, and each affected sheet should clearly identify the changes.