

1. Thoroughly read the Public Works Department Information Packet for Commercial & Residential Developments.

This Information Packet contains a vast amount of information for use in submitting the complete set of civil documents required of most development projects. Please keep in mind however that all site developments are unique, and some projects may necessitate additional documentation beyond the typical submittal requirements. So while this Information Packet provides the typical requirements, it is not intended to be all-inclusive.

2. Follow the Site Drainage Requirements Outline.

The City of Wheat Ridge Site Drainage Requirements cites specific information compulsory of all Final Drainage Reports in a standardized outline format. Final Drainage Reports that do not adhere to the Outline will require more time per review, receive a greater number of comments, will take longer for the developer's engineer to revise, will require more re-submittals which lead to longer processing times and additional review fees. Only Reports that are complete and follow the Outline will be approvable.

3. Plat Submittals need to include all items in the Plat Review checklist.

For subdivision plat submittals, please make sure the plat includes all items found on the *Final Plat Review* checklist. This checklist is a compilation of all standard plat requirements and is used by staff in the review process. Following the checklist will minimize review times and the number of submittals, saving both time and money. (Please refer to the PW Fee Schedule above regarding submittal fees). In addition, all plat submittals will need to meet all statutory criteria for land survey plats

4. Include an AutoCAD Digital DWG and PDF File with the Final Plat.

Include two electronic files of the Final Plat with each hardcopy submittal. One file is to be in an AutoCAD .DWG format as specified by the Engineering Division, and one file in Adobe PDF. Please keep in mind, that the Final Plat submittal will not be considered as being under review until such time as the digital files have been received.

5. Geodetic Surveying Requirements.

Be sure your plat submittal includes an initialed *Geodetic Surveying Requirements* with your plat submittal. Final Plat submittal will not be considered as being under review until such time as the *Geodetic Surveying Requirements* checklist has been received.

6. Include all Applicable Civil Construction Details.

Be sure to include all applicable City standards or CDOT M Standard details with your civil construction plans. Failure to include these or using old, incomplete, or wrong details will result in longer review times and additional submittals, costs, and delays.

7. Include Digital PDF Files with all Civil Submittals.

The Department of Community Development, Engineering Division performs all reviews electronically. Be sure to include a PDF of all civil documents along with a single hard copy for each submittal. Please note that the review process cannot commence until the PDF has been received.

8. Ensure your submittal is complete and all outlines are followed.

Incomplete submittals will be returned without being reviewed; be sure to follow all submittal guidelines and check that all required documents have been included. Also, be sure to follow all outlines and include all of the outline requirements. Failure to follow all outlines will lead not only to additional reviews but also to costly resubmittal fees and unnecessary delays in the approval process for your development.

9. Itemized Engineer's Cost Estimate

For commercial, multi-family, or subdivision developments, be sure to include an itemized Engineer's Cost Estimate for all required public improvements with the civil document submittal. The Engineer's Cost Estimate will be used to determine the amount of the construction bond or letter of credit required for the project. The Cost Estimate will be reviewed and approved prior to the commencement of any construction activities.

10. Stormwater Management Plan

For sites where the area of disturbance is 1 acre or more, try to include a Stormwater Management Plan (SWMP) with one of the civil document submittals. This will help to minimize any construction delays which may be associated with this important document. For these areas, no Grading or Building Permits can be issued until a SWMP has been reviewed and approved.

11. Stormwater Maintenance Agreement

All post-construction Best Management Practices (BMP's) for water quality must be maintained and inspected by the property owner(s) per Section 20-34 of the City of Wheat Ridge Municipal Code of Laws. For all stormwater quality facilities, a fully executed Stormwater Maintenance Agreement shall be required prior to issuance of the Certificate of Completion and Final Acceptance by the City of Wheat Ridge. The water quality facility must be inspected annually by the property owner, and documentation of the inspection results submitted to the City. Said facility will be inspected on a regular basis by City staff to ensure compliance with City of Wheat Ridge requirements.

12. Utilize the City's Website

The City's website has a lot of valuable information a developer can use to fulfill the Public Works and Engineering Division requirements. The information available will provide the developer with the tools and means with which to submit a complete set of civil documents the first time. Even the City standard details have been provided free in AutoCAD DWG and Acrobat PDF formats on the City's website. Please be sure to continue to search the City's website – it has will save you both time and money, of course, if you can not find the information you are seeking or even if you simply need clarification, please be sure and contact us; we are here to help you!.