

## CHAPTER 2 CONSTRUCTION PLANS & PERMITS

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## **2.1 CONSTRUCTION PLAN REQUIREMENTS**

### **2.1.1 GENERAL INFORMATION**

This chapter contains general information to assist the Consultant in the preparation of all construction plans and documents to be submitted to the City for approval. The information contained herein is general in nature and more detailed information related to submittal requirements is contained in other chapters of the Engineering Standards. (Please Note there are differences between the plans review and permitting processes for improvement plans and permits subject to the Engineering Standards and for approvals and permitting for Building, Life Safety and Fire plans.)

### **2.1.2 CHAPTER STRUCTURE**

The general structure of this chapter is as follows: a general explanation of the various types of required plan reviews; the administrative and substantive time frames applicable for plan review approvals; explanation of the review process for administrative reviews and substantive reviews of applications for plan review approvals; submittal requirements for plans review approvals; summary of submittal requirements for construction permits.

## **2.2 ENGINEERING CONSTRUCTION PLANS REVIEW**

### **2.2.1 APPROVALS**

Approval(s) of Construction Plans shall be obtained prior to obtaining permit(s) for the construction of improvement(s)

### **2.2.2 TYPES OF ENGINEERING CONSTRUCTION PLAN REVIEWS**

#### **A. Improvement Plan Review**

Includes the review of all applicable plans and reports (i.e. utility plans, roadway plans, grading & drainage plans, TIA, drainage reports, sewer reports, water reports, and reclaimed water reports etc.) necessary for the development of a project within the City of Goodyear.

#### **B. Expedited Plan Review**

Plans are generally reviewed in the order received. An expedited designation will move a project as far forward as possible in the plan review queue by the payment of fees at twice the rate of non-expedited fees. Timeframes cannot be guaranteed to be any faster than our normal plan review and approval process. Items that may affect how quickly a plan can be reviewed include size of the project, complexity of the project, phasing of the project, the current backlog of expedited plans, number of standard review plans that are currently due for completion, or any other

item or event that upsets the normal flow of plan reviews and approvals. Otherwise an expedited review will follow the standard plan review and approval procedure.

#### C. Mass Grading Plan Review

A plan review for the purpose of approving a mass grading plan for a private property. Mass grading plans are approved separate from the comprehensive engineering construction plan package that is required to be submitted through the standard construction plan review and approval process.

#### D. Dry Utility Plan Review

A plan review for the purpose of approving dry utility or similar construction. Dry utility plans prepared for the purpose of constructing dry utilities within the right-of-way of a new subdivision may be provided as a deferred submittal from the comprehensive engineering construction plan package. All other dry utility plans may be submitted as a separate and distinct plan review.

1. A joint trench utility permit is required when the installation of multiple dry utilities within one common trench is proposed. This permit shall be obtained prior to any other dry utility permits for the project.

#### E. Traffic Control Plan Review

A plan review for the purpose of requesting approval to place temporary traffic control devices or equipment within the City of Goodyear right-of-way.

#### F. Amended Plan Review

A plan review for the purpose of approving changes to a plan for which a construction permit has already been issued. Amendment reviews are required for all changes to construction plans other than minor deviations from the plans that normally occur during construction (as determined by the City Engineer). A minor amendment that does not normally occur during construction may be approved as an 8-1/2"x11" attachment if it can easily be incorporated on the as-built drawings. ALL other plan amendments shall be incorporated into the original plan sheets and "clouded" and a numbered delta symbol identifying the revision number accompanying all clouds. All amended sheets shall be resealed by a Professional Engineer registered in the State of Arizona. Only plan sets being amended are required to be provided for review. Otherwise an amended review will follow the standard plan review and approval procedure.

## G. Extension Plan Review

Extension reviews may be sought at the time a set of construction plans has reached the one-year expiration date OR up to a period of up to 2 years from the original approval date if construction permits have not yet been issued by the City for the work. The process will include a review of the construction plan set to verify that they comply with prevailing City Standards. A construction plan set may only be extended for a period of up to but not exceeding one additional year from the original date of expiration (extensions will not be granted for a time frame beyond 2 years from the original approval date). Once the extended expiration date has passed no further extensions can be offered and the construction plan set will need to be resubmitted through the standard plan review and approval procedure. Where applicable, all financial assurance shall be posted and the Final Plat or ultimate street right-of-way dedication shall be recorded for a project's construction plans to qualify for an extension review. Otherwise an extension review will follow the standard plan review and approval procedure.

## H. Dedications or Abandonments

All dedication of easements, land, or right-of-way or abandonment of such that is identified as being required of a development through the preliminary plat, site plan, or improvement plan review process and are not performed through a final plat, map of dedication, minor land division, condominium plat, or replat document shall be processed through the City's Dedication / Abandonment review, approval, and recording process identified herein.

## I. As-Built Plan Review

As-Built plans are required to be submitted to the Engineering Department for all improvements constructed within the City. Acceptance of construction or certificates of occupancy shall be withheld until the as-built plans have been reviewed and approved by the Engineering Department. Chapter 10 of the Engineering Standards provides instructions on the preparation of as-built plans. Otherwise an as-built plan review will follow the standard construction plan review and approval procedure.

## 2.3 CONSTRUCTION PERMITS REQUIREMENTS

### 2.3.1 REQUIREMENTS FOR ISSUANCE

#### A. Permits

1. Permits are required before any work on improvements may begin.

2. Permits shall not be issued until all required plans for the work being permitted have been approved and signed by the City Engineer.
3. Permits shall not be issued until all conditions of plans approval have been satisfied.
4. Permits shall not be issued until all applicable fees and in-lieu payments have been made.
5. Permits shall only be issued for work performed by contractors who are licensed with the State of Arizona, bonded, have an Arizona State Tax number and who have a City of Goodyear Business Registration number.

### 2.3.2 APPLICABLE DEVELOPMENT REQUIREMENTS

Permits shall not be issued until all applicable requirements for development have been satisfied.

#### A. Requirements

1. A final plat has been approved by the City Council, signed by all appropriate parties and recorded with the Maricopa County Recorder.
2. A site plan for the site upon which the improvements are to be constructed has been approved.
3. All agencies and service providers that are legally able to regulate development and/or that hold properties or easements that will be impacted by the construction of the permitted approvals have approved and signed the appropriate plans [e.g., MCDOT, MCESD, ADOT, FCDMC, RID, MWD, BWCDD, Liberty Water, EPCOR, etc.]
4. All dedications of easements or fee interests in property where improvements that are to be owned, controlled and/or maintained by the City have been provided to the City for recording.
5. Required maps of dedication, other dedicatory documents, abandonments, and/or extinguishments have been approved by City Council, executed by all required parties, and provided to the City for recording.
6. NOI has been obtained by the owner and provided to the City.

### 2.3.3 REQUIRED REGULATORY APPROVALS

Permits shall not be issued until all other required regulatory approvals and permits have been obtained (i.e. ATC, issued by Maricopa County for water and sewer improvements, etc.)

### 2.3.4 PERMITS FOR CERTAIN TYPES OF WORK

Permits for certain types of work shall not be issued until certain requirements have been met.

#### A. Water, Sewer, and Reclaimed Water Improvements

A permit for construction of sewer improvements shall not be issued until:

1. MCESD has approved the sewer plans and has issued an ATC.
2. In the area where the reclaimed water lines are to be located have been installed.

#### B. Concrete Structures, Concrete, Pavement Cuts and/or Paving Improvements

A permit for the construction of Concrete Structures, Concrete, Pavement cuts, and/or Paving improvements shall not be issued until:

1. Building Official has issued a permit for the construction of a retaining wall if applicable.

#### C. Floodplain or Floodway Permit

A permit for construction of improvements within a Floodplain or Floodway (Floodway Permit) shall not be issued until:

1. Mass Grading Plans or Grading and Drainage Plans have been approved and signed by the City Engineer.
2. Mass Grading Plans or Grading and Drainage Plans have been approved and signed by the FEMA, and FEMA has issued a CLOMR or LOMR.

## 2.4 REVIEW TIME FRAMES FOR ENGINEERING REVIEWS

This section sets forth the review times applicable to the various types of plans and permit reviews and the general process followed for such reviews.

### 2.4.1 REVIEW TIME FRAMES FOR PLANS

#### A. Construction Plan Review

Except as otherwise expressly provided elsewhere, the following review time frames apply to applications for approvals of the construction plans referred to above:

1. Administrative Completeness Review Time Frame is a maximum of 45 calendar days.
2. Substantive Review Time Frame is a maximum of 130 calendar days.
3. Overall Review Time Frame is a maximum of 175 calendar days.

#### B. Traffic Control Plans Review

1. Without Full Closure of City Roadway

Review Time Frames for Traffic Control Plans that will not involve the full closure of a City Roadway are as follows:

- a. Administrative Completeness Review Time Frame is a maximum of 15 calendar days.
- b. Substantive Review Time Frame is a maximum of 45 calendar days.
- c. Overall Review Time Frame is a maximum of 60 calendar days.

2. With Full Closure of City Roadway

Review Time Frames for Traffic Control Plans that will involve the full closure of a City Roadway are as follows:

- a. Administrative Completeness Review Time Frame is a maximum of 15 calendar days.
- b. Substantive Review Time Frame is a maximum of 85 calendar days.
- c. Overall Review Time Frame is a maximum of 100 calendar days.

#### C. Haul Route/Encroachment Permit Review

Review Time Frames for Plans for Haul Route/Encroachment Permit are as follows:

1. Administrative Completeness Review Time Frame is a maximum of 15 calendar days.
2. Substantive Review Time Frame is a maximum of 85 calendar days.
3. Overall Review Time Frame is a maximum of 100 calendar days.

#### D. Mass Grading Plans Review

Review Time Frames for Mass Grading Plans are as follows:

1. Administrative Completeness Review Time Frame is a maximum of 20 calendar days.

2. Substantive Review Time Frame is a maximum of 80 calendar days.
3. Overall Review Time Frame is a maximum of 100 calendar days.

E. Dry Utilities Plans Review.

Dry Utilities Plans that are part of a new residential or commercial development are to be submitted as a separate and distinct plan review. The review times for “Mass Grading Plan Review” apply.

Review Time frames for Dry Utilities Plans that are not part of a new residential or commercial development are as follows:

1. Administrative Completeness Review Time Frame is a maximum of 15 calendar days.
2. Substantive Review Time Frame is a maximum of 45 calendar days.
3. Overall Review Time Frame is a maximum of 60 calendar days.

F. Review Times for Dedications or Abandonments are as follows:

1. Administrative Completeness Review Time Frame is a maximum of 20 calendar days.
2. Substantive Review Time Frame is a maximum of 130 calendar days.
3. Overall Review Time Frame is a maximum of 150 calendar days.

#### 2.4.2 SUBSTANTIVE AND OVERALL REVIEW TIME FRAME EXTENSION

By mutual written agreement between the applicant and the City Engineer, the Substantive Review time frames and the Overall Review time frames set forth in this manual may be extended to allow for additional reviews. An extension of the applicable Substantive Review time frame and the Overall Review time frame may not exceed twenty-five (25%) of the Overall Review time frame.

## 2.5 ENGINEERING REVIEW PROCESS

### 2.5.1 ADMINISTRATIVE COMPLETENESS REVIEW

#### A. Submittal of Application and Supporting Documentation

Completed application and all required supporting documentation shall be submitted to the City Engineer. Upon receipt of the completed application and supporting documentation, the Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the City Engineer.

## B. Modification of Submittal Requirements

During the Administrative Completeness Review, the City Engineer may, at the City Engineer's sole discretion, waive or modify a submission requirement if the City Engineer determines that the requirement is not applicable or necessary because of the nature of the submission.

## C. First Administrative Review

Following the completion of its first administrative review of the application, and prior to the expiration of the Administrative Completeness Review Time frame, the City Engineer will provide the applicant with written or electronic notice of:

1. Administrative Completeness and that the application has been accepted; or
2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the City Engineer receives the missing information.

## D. Subsequent Administrative Reviews

Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the City Engineer will provide the applicant with written or electronic notice of:

1. Administrative Completeness and that the application has been accepted; or
2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or
3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the City Engineer. If the amount of the Administrative Completeness time frame that remains is sufficient for the City Engineer to review the missing information when it is submitted, the City Engineer may, but is not required to, provide a subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notices of Application Deficiencies until the City Engineer receives the missing information from the applicant.

#### E. Written or Electronic Notice of Review

Prior to the expiration of the Administrative Completeness Review time frame, the City Engineer will provide the applicant with written or electronic notice of:

1. Administrative Completeness and that the application has been accepted; or
2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee; or
3. If the City Engineer does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frames.

#### F. Failure to Supply Additional Information.

If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 30 business days from the date of such written notice, the application will be deemed withdrawn and the applicant will be notified of such in writing. The requested approval shall be considered upon submission of a new application and supporting documentation together with a new application review fees.

### 2.5.2 SUBSTANTIVE REVIEW

#### A. Substantive Review Time Frame

Upon the Notice of Administrative Completeness, the Substantive Review time frame shall begin to run and the application will be reviewed by the City Engineer for conformance with all applicable requirements.

#### B. First Substantive Review

Following the completion of its first substantive review of the application, and inspection if performed, the City Engineer will provide the applicant with written or electronic notice that:

1. The application is approved; or
2. The application is conditionally approved, with a list of the conditions; or

3. The application is rejected (i.e. denied); or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the City Engineer. If the amount of the Substantive Review time frame remaining (including any extensions) is sufficient for the City Engineer to review the additional information or revisions prior to the expiration of the Substantive Review time frame, the City Engineer may, but is not required to, provide a notice of the need for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the City Engineer receives the revisions and/or missing information from the applicant.

#### C. Subsequent Substantive Reviews

Following its receipt and review of the revisions and/or additional information requested by the City Engineer following a prior substantive review and any follow-up inspection that is performed, the City Engineer shall provide the application with written or electronic notice of:

1. The application is approved; or
2. The application is conditionally approved, with a list of the conditions; or
3. The application is denied; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the City Engineer have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the City Engineer. If the amount of the Substantive Review time frame remaining (including any extensions) is sufficient for the City Engineer to review the additional information or revisions prior to the expiration of the Substantive Review time frame, the City Engineer may, but is not required to, provide a notice of the need for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the City Engineer receives the revisions and/or missing information from the applicant.

#### D. Written or Electronic Notice of Decision

Prior to the expiration of the Substantive Review Time Frame, the City Engineer will endeavor to provide the applicant with written or electronic notice that:

1. The application is approved; or
2. The application is conditionally approved; with a list of conditions; or
3. The application is denied.

## 2.6 SUBMITTAL REQUIREMENTS – IMPROVEMENT PLANS APPROVAL

Except as otherwise expressly provided in this manual or as agreed to by the City Engineer in writing, all submittals for approval of Engineering Construction Plans shall meet all applicable requirements.

### 2.6.1 REQUIREMENTS

#### A. Application Information

A completed application must be filed with the City Engineer using the electronic application form provided on the City of Goodyear Engineering webpage.

#### B. Form Information

1. City of Goodyear Site Plan or Preliminary Plat tracking number (if available);
2. Project Name;
3. Project Type (Commercial Residential, Other);
4. Project Address or Cross Streets;
5. Project Acreage;
6. Number of sheets, service drops and reports for normal or amended review or sets of plans for extension review;
7. Types of plans being submitted for review;
8. Name, address, telephone number and e-mail address of the applicant;
9. Name, address, telephone number and e-mail address of the property owner.
10. Any other information requested on the application.

### C. Site Plan or Approved Preliminary Plat

If the City of Goodyear Site Plan or Preliminary Plat tracking number is not available, submit a copy of approved Site Plan or approved Preliminary Plat.

### D. Plan Review Fees

All applicable plan review fees are to be paid at the time of submittal. Fees paid at the time of application are estimates. Final fees will be calculated at the end of each review cycle. Outstanding fees due shall be paid prior to the start of the next review cycle along with fees identified for the next review cycle. Approvals will be conditioned upon payment of final adjusted fees. Review fees can be found on the City's Engineering Department website.

### E. Comprehensive Engineering Construction Plan

#### 1. Requirements

Comprehensive Engineering Construction Plan, which includes:

- a. All applicable improvement plans for the entire project (utility plans, roadway plans, grading & drainage plans, etc.)
- b. Cover Sheets for each set of plans
- c. Completed Checklists for engineering review, which can be found on the City's website. A completed check list applicable to each set of plans shall be submitted along with a completed "General" checklist.
- d. All other documents identified in the individual plan check lists and in the general check list being submitted.

### F. Copies of Reports

Copies of all approved Master Reports, Preliminary Reports (TIA, drainage, water, sewer, reclaimed water), and Final Reports specific to the property being developed shall be submitted:

### G. Dedications and Easements

Documentation demonstrating that all rights-of-ways and/or easements required for the improvements have been created and/or dedicated as applicable.

## H. Construction Permit Fee Schedule

A completed Construction Permit Fee Schedule, which can be found on the City of Goodyear Engineering website shall be submitted at the time of application. If the fees do not change before construction permits are pulled, the amounts reflected in the approved Construction Permit Fee Schedule shall be the amount of the fees owed when construction permits are pulled. If fees increase between the time the Construction Permit Fee Schedule was approved and the time construction permits were issued, the fees schedule will be updated to reflect the current fees, and the applicant will be required to pay the fees based on the rates in effect when the construction permits are pulled.

## I. Engineer's Estimates for In-lieu Payments

If applicant will be making an "in-lieu" payment for the cost of improvements applicant would otherwise have to construct, applicant shall submit an engineer's estimate of the cost of the improvements for which the "in-lieu" payment will be provided. The engineer's estimate shall comply with the requirements for establishing the amount of a financial assurance as provided in this Chapter.

## J. Engineer's Estimates of Cost of Improvements

An engineer's cost estimate for 100% of the cost for all of the infrastructure improvements for the project shall be submitted at the time of application. The cost estimate should include sub-totals for City-maintained and privately-maintained infrastructure improvements. The engineer's cost estimate shall comply with the requirements for establishing the amount of a financial assurance as provided in this Chapter.

## K. Check List Documentation

All other documentation identified in the Checklist(s) for Engineering Plans Review.

## L. Improvement Plans Associated with a Final Plat or Other Dedicatory Document

Improvement plans that are required as part of a Final Plat, Map of Dedication, or other dedicatory document, shall be approved prior to recordation of the dedicatory document by the Goodyear City Council.

## M. Outside Agency Approval

Documentation reflecting required approvals from outside agencies, property owners, or other involved entities (including but not limited to: MCESD, RID, BID, ADOT, MCDOT, Liberty Utilities, EPCOR Water,

Arizona American Water, Arizona Water), which can be in the form of signed plans and/or signed letters of approval.

#### N. Separate Detail Sheets

Separate detail sheets prepared in accordance with the requirements set forth below may be submitted with the approval of the City Engineer, at the City Engineer's sole discretion.

#### O. Special Construction Details

Special construction details shall be submitted when required by the City Engineer. Typical situations in which these would be required include:

1. Modifications or relocation detail for existing irrigation structures.
2. Special construction where utility locations conflict.
3. Others not included in the City of Goodyear Standard Details, but determined by the City Engineer as necessary to clarify construction plans. Presentation of design and construction information shall be made to the satisfaction of the City Engineer.

#### P. Additional Submittal Requirements

1. Any other information or documentation requested by the City Engineer as needed to determine compliance with Development Standards and Engineer Standards.
2. Mass grading plans shall be accompanied by a drainage report and a SWPPP.
3. The SWPPP, which shall include BMP Plans, shall be submitted with Grading and Drainage plans. The SWPPP and BMP Plans shall be prepared in conformance with the requirements set forth in Chapter 3 of this manual and shall include the information the on the Check List for SWPPP and the Check List for BMP Plans respectively, which can be found on the City's website. Additional information related to the preparation of the SWPPP can be found on the City's website.
4. A master utility plan shall be submitted with final subdivision construction plans. This plan shall also be updated with the "As-Built Drawings."

#### Q. Application Submittal Process

All of the application submittal documents (completed application, complete set of engineering construction plans, reports, and other documents as required) shall be submitted electronically via the City

Electronic Plan Review System. Information regarding the Electronic Plan Review system and requirements for electronic submittal can be found on the City Engineering Department's webpage. Checklists listing the requirements for the development of construction plans can be found on the City's Engineering Department's webpage. Requirements for the development of construction reports can be found on the City's Engineering Department's webpage and within the Engineering Standards.

## **2.7 TRAFFIC CONTROL PLANS SUBMITTAL REQUIREMENTS**

### **2.7.1 REQUIREMENTS**

#### **A. Approval Required**

Approval of Traffic Control Plans and the issuance of the appropriate permit is required prior to any traffic control device or equipment being installed within the City of Goodyear rights-of-way.

#### **B. Traffic Control Plan Submittal**

A submittal of approval of traffic control plans shall include:

1. A completed Traffic Control Permit Application, using the electronic application form provided on the City of Goodyear Engineering webpage, signed by the applicant, shall be submitted to the City electronically via the City Electronic Plan Review System or via email to the City's Engineering Permit Technician ([enr.permits@goodyearaz.gov](mailto:enr.permits@goodyearaz.gov)). The application shall include the following minimum information:
  - a. Information regarding the proposed traffic control request and description of construction work; Start and End dates and times
  - b. Project Name
  - c. Project Address
  - d. Barricade Company name, phone number and contact name; 24-hour contact name and phone number
  - e. Contractor name, phone number and contact name; 24-hour contact name and phone number
  - f. Applicant name, address, phone number, fax number, and e-mail address
2. All applicable fees shall be paid at the time of submittal.
3. Documentation identified in the Traffic Control Permit Application.

4. Traffic control plans that meet the MUTCD and Phoenix Barricade Manual requirements and all other applicable requirements, including requirements, as applicable, for preparation of plans set forth below.
5. Any other information or documentation requested by the City Engineer as needed to determine compliance with Development Standards and Engineering Standards.
6. Completed Application for Off-Duty Police Officer.
7. Construction Schedule
8. Insurance Certificate naming the City as Additional Insured that meets requirements of risk management.
9. Satisfactory documentation demonstrating that the contractor is adequately bonded and insured.
10. All applicable plan review fees are to be paid at the time of submittal. Traffic control review and permit fees are identified on the application.

## **2.8 HAUL ROUTE/ENCROACHMENT PLANS SUBMITTAL REQUIREMENTS**

### **2.8.1 HAUL ROUTE/ENCROACHMENT PERMITS**

Haul Route/Encroachment Permits are required as follows:

#### **A. More than 5,000 cubic yards**

For estimated dirt hauls of 5,000 cubic yards or more that require use of public rights-of-way and

#### **B. Less than 5,000 cubic yards**

For estimated dirt hauls of less than 5,000 cubic yards when required by the City Engineer.

### **2.8.2 APPLICATION SUBMITTAL**

A submittal for approval of plans needed for a Haul Route/Encroachment Plans shall meet with all applicable requirements.

#### **A. Requirements**

1. A completed Traffic Control Permit Application, using the electronic application form provided on the City of Goodyear Engineering webpage, signed by the applicant, shall be submitted to the City electronically via the City Electronic Plan Review System or via email to the City's Engineering Permit Technician

([enr.permits@goodyearaz.gov](mailto:enr.permits@goodyearaz.gov)). The application shall include the following minimum information:

- a. Information regarding the proposed traffic control request and description of construction work; Start and End dates and times.
  - b. Project Name
  - c. Project Address
  - d. Barricade Company name, phone number and contact name; 24-hour contact name and phone number if applicable
  - e. Contractor name, phone number and contact name; 24-hour contact name and phone number
  - f. Applicant name, address, phone number, fax number, and e-mail address
2. All applicable fees shall be paid at the time of submittal.
  3. Traffic Control Plan that provides the following information and any other information relevant to the proposed work:
    - a. Proposed Haul Routes
    - b. Proposed Travel Times
    - c. Proposed Traffic Control Measures
    - d. Proposed Safety Procedures
  4. Copy of approved SWPPP that covers the proposed work. If applicant does not have an approved SWPPP that covers the proposed work, applicant shall submit SWPPP plan for approval, which includes a BMP Plan. The SWPPP Plan, including the BMP Plan, shall be prepared in conformance with the requirements set forth in Chapter 3 of this manual and shall include the information on the Check List for SWPPP and the Check List for BMP Plans respectively, which can be found on the City's website.
  5. Restoration Plans for any damages resulting from proposed work.
  6. Any other information or documentation requested by the City Engineer as needed to determine compliance with City Code requirements, Development Standards and Engineer Standards.

## **2.9 CONSTRUCTION PERMIT SUBMITTAL REQUIREMENTS**

A Construction Permit will be issued upon submission of all of the following:

### **2.9.1 REQUIREMENTS**

## A. Application Information

A completed Permit Application must be filed with the City Engineer using the form provided on the City of Goodyear Engineering webpage at ([www.goodyearaz.gov](http://www.goodyearaz.gov)).

### 1. Form Information

- a. Name, telephone, fax number, e-mail address of applicant;
- b. Type of permit(s) requested;
- c. Project name, address, parcel number, work order number;
- d. Description of permit request;
- e. Owner's/Developer's name, contact name, address, phone, fax number, and e-mail address;
- f. Following information for the contractor that will be performing the work:
  - (1). Contractor's name, address, phone number, fax number and e-mail address
  - (2). Contact name for contractor, and contact person's phone number, fax number and e-mail address
  - (3). Contractor's current City of Goodyear Business Registration number
  - (4). Registrar of Contractors (ROC) License number and copy of current construction license showing the type of contractor and the expiration date.
  - (5). A completed Transaction Privilege and Use Tax License form (which can be downloaded at [www.azdor.gov](http://www.azdor.gov)) or a copy of the Arizona State Sales Tax License showing the City of Goodyear listed on the license.
  - (6). Contractor's Arizona State Tax Number
  - (7). Current certificate of insurance listing the City of Goodyear as additionally insured with the following limits of coverage as noted:
    - i. General liability insurance - \$1,000,000 each occurrence, \$2,000,000 Products and Completed Operations Aggregate and \$2,000,000 General Aggregate.
    - ii. Vehicle liability insurance - \$1,000,000 combined single limit.
    - iii. Workers compensation insurance – as required by Arizona law.

- (8). Signature of applicant.
- (9). Any other information requested on the application.

#### B. Applicable Permit Fees

Payment of all applicable permit fees, which are calculated using the Construction Permit Fee Schedule during the improvement plan review and approval process. The construction permit fee schedule can be found at the City of Goodyear Engineering webpage ([www.goodyearaz.gov](http://www.goodyearaz.gov)).

#### C. In-lieu payments

Payment of in-lieu payments for the cost of improvements applicant would otherwise have to construct, which were established during the improvement plan review and approval process.

#### D. Compliance Documentation

Documentation demonstrating compliance with the requirements for the issuance of a construction permit as set forth above in section 2.3.

#### E. Performance Bond

A performance bond or other financial assurance, in the form and amount acceptable to the City Engineer and City Attorney, is required prior to the issuance of a permit. Financial assurance, which guarantees that the owner/developer will complete permitted improvements, issued for the benefit of the City of Goodyear and that complies with the requirements set forth in this Chapter shall be provided for the following:

1. Improvements and work within the City rights-of-way, easements, property or interests.
2. Improvements and work in developments that divide, dedicate, or subdivide their properties and are required to provide legal access and utilities to lots that are created that would otherwise not have acceptable access to the City rights-of-way or utilities, which includes onsite improvements for access, utilities, and any other associated improvement required by the City Engineer.
3. Improvements that are to be owned, controlled, and/or maintained by the City.

#### F. Performance Bond Requirements:

Performance Bonds or other financial assurance in the form acceptable to the City Engineer and City Attorney shall comply with the following requirements:

1. Financial assurance shall equal 100% of the estimated cost to construct all improvements within the boundary of a Final Plat, Map of Dedication, Condominium Plat, or Amended Plat and shall not be determined by separate phasing limits on construction plans.
2. Financial assurance for any improvement to be constructed within the City right-of-way, property, and/or easement shall be provided to the City prior to obtaining City permits.
3. Costs for all improvements for which financial assurance is to be provided shall be established by means of an engineer's cost estimate. An engineer's cost estimate shall comply with the following requirements:
  - a. The cost estimate shall be provided in tabular form with the heading of Improvement Item, Quantity, Unit, Unit Rate, and Cost. A total cost shall be provided at the bottom of the estimate.
  - b. A separate cost estimate shall be provided for each plan set coversheet of the improvement plan package.
  - c. The quantities and units shall match the quantities and units identified on the improvement plan coversheets. Other than in special cases, as approved by the City Engineer in writing, the unit "each" shall not be used.
  - d. The unit rates shall be based on industry standards and the engineer's knowledge of current unit rates in the industry.
  - e. The cost estimate shall be signed and sealed by a professional engineer registered in the State of Arizona.
4. Performance bonds shall only be accepted from entities that have been rated A+ rating or better by A.M. Best Company.
5. All performance bonds shall be in favor of the City, shall be continuous in form and shall require that the total aggregate liability of the surety for all claims shall be limited to the face amount of the performance bond, regardless of the number of years the performance bond is in force.
6. All financial assurance shall specifically identify the amount of the financial assurance, the specific location of the improvements for which the financial assurance would apply, the name of the development, and the types of improvements the financial assurance will apply towards.
7. All financial assurance shall remain in effect until satisfactory performance of the work and its acceptance by the City except as otherwise expressly provided in the Engineering Standards.
8. All financial assurance shall be provided to the City as originally signed, sealed, and perforated documents prior to approving. Copies cannot be accepted for approval.

## G. Construction Plan Copies

Two complete full size copies (24" x 36") of all approved improvement plans for the project, one complete one-half size copy (11" x 17") of all approved improvements plans, and a hard copy of all Final Reports approved during the plan review process shall be provided for inspection purposes. Construction plans submitted to the City for inspection purposes shall be prepared in black ink.

## 2.10 DEDICATION / ABANDONMENT SUBMITTAL REQUIREMENTS

### 2.10.1 DEDICATIONS AND ABANDONMENTS

At such times when it is identified through the City's review processes that a project is required to dedicate or abandon rights-of-way, easements, lands, etc. as a stipulation of approval, the applicant shall follow the submittal requirements unless the dedication or abandonment will be carried out by a process otherwise documented in the City's Administrative Policy Manual, such as a Final Plat, Map of Dedication, Condominium Plat, Amended Plat, etc.

### 2.10.2 APPLICATION SUBMITTAL

A submittal for approval of a dedication or abandonment shall meet with all applicable requirements.

#### A. Requirements

1. A completed Dedication or Abandonment Application, using the electronic application form provided on the City of Goodyear Engineering webpage, signed by the Owner or the Owner's Representative (as established by a letter authorizing the representative to act in the name of the Owner for the property), shall be submitted to the City electronically via the City Electronic Plan Review System or via email to the City's Engineering Permit Technician ([engr.permits@goodyearaz.gov](mailto:engr.permits@goodyearaz.gov)). The application shall include the following minimum information:
  - a. Legal Owner / Agent:
    - (1). Name
    - (2). Address, City, State, Zip
    - (3). Phone, Fax, Email
  - b. Contact Person:
    - (1). Name

- (2). Address, City, State, Zip
    - (3). Phone, Fax, Email
  - c. Project Name or name of related development
  - d. Project Address, Major Cross Streets, Township & Range, Assessor's Parcel Number(s)
  - e. A brief description regarding the purpose of the application
  - f. Checkmarks indicating that all supporting information submitted for the request has been provided.
2. The following supporting information shall be provided along with each submittal:
  - a. A Narrative or Cover Letter explaining in detail the nature of the request
  - b. A Vicinity Map on 8 1/2" by 11" paper
  - c. A Legal Description of the property, easement, right-of-way, etc. to be dedicated or abandoned, prepared on 8 1/2" by 11" paper, and sealed by a professional registrant registered in the State of Arizona.
  - d. An Exhibit that accurately depicts the Legal Description and includes ties to two separate section quarter corner or section corner survey monuments, prepared on 8 1/2" by 11" paper, and sealed by a professional registrant registered in the State of Arizona.
  - e. AutoCAD drawings that include the linework drawn up for the proposed dedication or abandonment.
  - f. A copy of the most recent recorded document(s) associated with the property(s).
  - g. An updated Title Report.
  - h. All applicable Lien Release documentation.
  - i. All applicable Dedication Documents as provided by the City's Right-of-Way Specialist, with original signatures.
  - j. Copies of any approved preliminary plat, site plan, zoning documents, associated stipulations of approval, and any development agreements associated with the property(s).
3. The base fee shall be paid at the time of submittal. Review fees beyond the base fee that are identified for a submittal shall be paid prior to the City recording a dedication or abandonment.

## 2.11 PREPARATION OF PLAN REVIEW SUBMITTAL DOCUMENTS

### 2.11.1 ENGINEERING CONSTRUCTION PLANS, REPORTS, AND DETAILS

#### A. General Standards

1. All plans, details, cover sheets, reports, and other submittal documents shall conform to all applicable requirements in the Engineering Standards and the Development Standards, including engineering design practices and guidelines as well as plan preparation and presentation. Plans should be one hundred percent (100%) complete and ready for approval on the first submittal.
2. Except as otherwise provided herein, all plans, details, cover sheets, reports and other applicable submittal documents that are to be reviewed and/or approved by a technical registrant shall be signed and sealed by a Civil Engineer registered to practice in the State of Arizona. Includes seal, signature, seal expiration date, and date on each plan sheet and on the cover and table of contents of each report.
3. All Landscape Plans and Reports to be reviewed and/or approved shall be sealed by a Landscape Architect registered to practice in the State of Arizona.
4. Street lighting plans may be signed and sealed by an Electrical Engineer or Civil Engineer registered to practice in the State of Arizona.
5. Separate plan sets can be prepared for off-site infrastructure improvements and on-site infrastructure improvements if separate construction permits will be desired. This may also be accomplished by showing separate quantities and delineating clearly on the same plan set between the off-site infrastructure improvements and on-site infrastructure improvements.
6. Improvement plan sets shall not be phased under one cover, with the exception of a model home phase. The model home phase shall be delineated clearly on the plans and should be accompanied by an index showing the phasing. The model home phase shall include the necessary infrastructure to provide services to each structure in the phased area. The quantities shall reflect the separate phase, if the issuance of separate construction permits is desired.
  - a. Performance bond or other financial assurance in the form acceptable to the City Engineer and City Attorney for a development, shall be determined by the boundary established on a Final Plat, Map of Dedication, or other dedicatory document and not by separate phasing limits on construction plans.

- b. A notice of acceptance will not be issued and the two-year warranty period will not commence until all improvements associated with the improvement plan set is fully constructed.
7. Material quantities shown on plans shall be provided in an ownership type format. For example, quantities for materials that will be City owned shall be separated from quantities that will be owned by the property owner(s). Likewise, quantities for private utilities shall also be separated.
8. ALL plans for construction within the City of Goodyear shall have the appropriate General Notes on the Cover Sheet or on a Detail Sheet. All General Notes can be found in the Administrative Section of this manual.

### 2.11.2 STANDARDS FOR PLANS, DETAIL SHEETS, AND REPORTS.

#### A. Requirements

Plans and Detail Sheets shall comply with the following:

1. Construction plans shall be prepared on a 24-inch by 36-inch sheet size, with a minimum 1.5-inch left border and minimum 0.5-inch border on all other sides.
2. Plan layout, graphics, and callouts must be clearly presented in an uncluttered manner acceptable to the City Engineer or his or her designee.
3. Zoning as it currently exists on the property shall be included.
4. Legend for symbols, non-standard abbreviations, etc. shall be included.
5. “Key Map” shall be provided on multi-sheet plans to relate plan sheets to project locations and type of improvements. “Key Map” scale must be sufficient to clearly show all required information (i.e. valves, fire hydrant, manholes, street signs, and drainage arrows).
6. Callouts shall be boxed narrative text callouts.
7. Numeric style callouts may be used. When used, each number shall relate to the same topic for the entire set of plans, and narrative callouts shall be grouped and clearly shown on every page where callouts are used. Stationing and offset shall accompany every applicable callout number.
8. Plans may show all utilities as long as the information is clear and uncluttered. All proposed utilities shall be shown as a bold line type. All other infrastructure, existing and future, shall be shown lighter (smaller pen width or dashed) for reference only (minimum bold line weight: 0.70-mm; minimum light line weight: 0.30-mm). If separating out utilities, as a minimum.

- a. Storm drain and paving may be on the same sheet.
  - b. Water, reclaimed water, and sewer may be on the same sheet
9. Plans shall provide cross-referencing between all sheets which have details, detail callouts, notes, etc.
  10. Drafting and lettering of new topography and construction shall be sufficiently heavier (darker) than existing topography and infrastructure, so as to allow it to be quickly and clearly distinguishable.
  11. Plans shall be oriented with north at the top or right side of each sheet whenever possible. A north arrow and bar scale shall be provided on each sheet. The north arrow and scale shall be located at the right side of each sheet whenever possible.
  12. Construction plans shall be drawn to the following drawing scales:

Type of Plan	Horizontal Scale	Vertical Scale
Grading & Drainage Plan	1inch = 40 feet	N/A
Water & Sewer Plans	1inch = 20 feet	1inch = 4 feet
Paving & Storm Drain Plans	1inch = 20 feet	1inch = 2 feet
Master Plan/Reports	1inch = 100 feet	N/A

13. Unusual situations may warrant the use of a nonstandard drawing scale. Prior approval in writing from the City Engineer is required.
14. Minimum lettering and numbering size shall be 3/16-inch for manually drafted or 1/8-inch for mechanically produced letters, numbers, and symbols. Lettering, numbering, and line work must be uniform and with clear definition to be legible after half-size reduction.
15. Construction plans shall be of a quality to allow half-size reduction (i.e. line weight and letter size shall be easily read when reduced by 50%). NOTE: Plans which, in the opinion of City staff, cannot produce usable half-size reductions will not be accepted for review.
16. Construction plans shall be drawn with the drafting symbols presented in the City of Goodyear Standard Details or the MAG Uniform Standard Details for Public Works Construction.
17. City project HTE number or case number in border along right edge shall have a 1/4-inch minimum lettering size. This is to be assigned at first review and shall be placed on all subsequent construction plan submittals.
18. “Blue Stake” note is required on all plan sheets which include excavation of any type.
19. Construction Plans shall include all of the information contained in the Check Lists for each type of plans and in the “General” Check

List as applicable. The Check Lists can be found on the City's website.

20. Master utility plans shall be prepared at a 1-inch = 100 feet scale and shall show all applicable water lines, valves, fire hydrants, sewer lines, sewer manholes, reclaimed water lines and associated facilities to be constructed on or in conjunction with the project.
21. Drywell information shall be included on Grading and Drainage plans.

#### B. Cover Sheets Required

1. An individual coversheet shall be required for each construction plan submitted whether at the time of application or after.
2. The Cover Sheet Format and Information included therein shall conform to the requirements for cover sheets set forth in the Standard Details.
3. Each cover sheet shall include the following:
  - a. Project Name and Description.
  - b. Type of plans. (i.e., On-site/Off-site, Water, Sewer, etc.).
  - c. City Name: Below the title, include the words "Goodyear, Arizona."
  - d. Developer's name, contact address, email, and telephone number.
  - e. Technical Registrant's name, contact, name, address, email, and telephone number.
  - f. Owner's contact, name address, email, and telephone number.
  - g. Engineer's seal and signature in the data certification block.
  - h. Name of the engineer who prepared the soils report for the project and date the soils report was prepared.
  - i. Approval block for signatures (see Administrative Chapter).
  - j. Other agency approval blocks as required (see Administrative Chapter).
  - k. City project HTE number or case number in border along right edge shall have a 1/4-inch minimum lettering size. This is to be assigned at first review and shall be placed on all subsequent construction plan and cover sheet submittals.
  - l. Utility system ownerships and conflict table block (see the Administrative Section).
  - m. Provide the township, range, and section.
  - n. Project Benchmark – NAVD88. Approved City Benchmarks using NAVD88 elevations shall be used. In areas that have been master-

planned and partially developed using a different elevation datum, the City Engineer may approve a project datum. If a project datum is approved, an equation to the City approved datum shall be provided on each sheet of the plans. A list of City-approved benchmarks can be found on the City website or upon request at the Engineering Counter.

- o. City of Goodyear, General Construction Notes, as applicable shall be included on Cover Sheet if not included on a Detail Sheet.
- p. “Key Map” shall be provided on multi-sheet plans to relate plan sheets to project locations and type of improvements. “Key Map” scale must be sufficient to clearly show all required information (i.e. valves, fire hydrant, manholes, street signs, and drainage arrows). This may be shown on a Detail Sheet.
- q. Legend for symbols, non-standard abbreviations, etc.
- r. Sheet Index.
- s. “Blue Stake” note is required on all plans which include excavation of any type.
- t. Estimate of Quantities with construction items shown in units as required in the Construction Permit Fee Schedule as follows:
  - (1). Quantities shall be separated to show which materials will be City-owned, privately owned, and owned by another agency (i.e. Liberty Water, MCDOT, etc.)
  - (2). A detailed cost estimate sealed and certified by a civil engineer registered in the State of Arizona shall be submitted to the City for approval.
  - (3). The cost estimate shall be provided on a separate 8 1/2” by 11” sheets.

### C. Detail Sheets – Additional Requirements

In addition to complying with the General Standards and Drafting Standards, the above shall also comply with the following:

1. City of Goodyear General Notes for Construction and other applicable General Notes, as shown in the Administration Section, shall be shown on Detail Sheets.
2. A typical cross section shall be shown for each street that matches the approved preliminary plat. The information required for a typical section is:
  - a. Dimensions
  - b. Street centerline, right-of-way and PUE
  - c. MAG standard Details and Specifications

- d. City Standard Details
- e. Pavement structural design
- f. Slopes for all surfaces
- g. Material types for all surfaces
- h. Sawcut and match to existing street
- i. Existing and proposed utilities
- j. Landscaped areas
- k. Scale
- l. Title

#### D. Plan View Only Sheets

##### 1. Plan View Only Sheets

- a. Plan view only sheets are allowed for construction plans for the following:
  - (1). Grading and Drainage Plans with supplemental cross sections as needed to explain drainage.
  - (2). Water and reclaimed water plans for development where there is no existing infrastructure with proposed pipes sized under 12 inches in diameter.
  - (3). Street Light Plans, Landscape Plans, Mass Grading Plans, Traffic Signal Plans, SWPPP, Dry Utility Plans, and Signing and Striping Plans.
- b. Plan View Only Sheets, in addition to complying with the General Standards and Drafting Standards above, shall also comply with the following:
  - (1). The drawing scale shall be clearly indicated for each plan view and a graphic scale at least 2 inches long, or 100 scale feet, shall be placed adjacent to each north arrow;
  - (2). All existing topography and features shall be show. Typically, this will include:
    - i. Existing contours with adequate spot elevations to show drainage.
    - ii. Existing Utilities – overhead and underground.
    - iii. Existing irrigation facilities.
    - iv. Adjacent land uses.
    - v. City limits, where applicable.

- vi. 100-year floodplain limits, where applicable.
  - vii. 100-year floodway limits, where applicable.
- (3). Existing and proposed rights-of-way, easements and property lines. Dimensions of these shall be clearly indicated.
  - (4). New drainage slopes may be shown as a percentage of slope or in foot-per-foot change of grade.
  - (5). Grade breaks shall be clearly shown.
  - (6). Separation distances between outside edges of utilizes shall be shown.
  - (7). “Blue Stake” block shall be provided on each sheet.
  - (8). Limits of grading (cut and fill) shall be identified with a heavy dashed line type.
  - (9). Show centerline of all existing and proposed streets including stationing along street centerline and station equations at all centerline monuments if applicable.

#### E. Plan View and Profile Sheets

- 1. Plan View and Profile sheets required for construction plans for the following:
  - a. All street paving plans.
  - b. All storm drain plans.
  - c. Water and Reclaimed Water plans for construction of improvements in locations with existing infrastructure.
  - d. Water and Reclaimed Water Plans for construction with proposed pipe sizes 12 inches in diameter or greater.
  - e. All sewer plans.
- 2. Plan View and Profile Sheets, in addition to complying with the General Standards and Drafting Standards above, shall also comply with the following:
  - a. Profile View shall show the following:
    - (1). Elevation and stationing grid clearly indicated.
    - (2). Profile of existing surface over proposed construction.
    - (3). Existing utility crossings.
    - (4). Proposed construction (i.e. elevations, slopes, grade breaks, proposed utility constructions, etc.)

## F. Double Plan and Profile

Double Plan and profile shall only be permitted with written approval by the City Engineer at the sole discretion of the City Engineer.

## G. Reports and Other Documents

1. All Reports and Documents, other than plans, cover sheets, and detail sheets, shall be provided on 8 1/2-inch by 11-inch format except as follows.
  - a. Larger size exhibits may be included, provided they are secured inside.
2. Reports shall be prepared in accordance with and in conformance to the requirements for such reports as set forth in the Engineering Standards, applicable Development Standards, and applicable requirements for the development of construction reports that can be found on the City's Engineering Department's webpage.

## 2.12 RESUBMITTALS

Following receipt of the City's comments following the City's substantive review of the application submittal materials, applicant shall respond to all City comments and shall modify plans, detail sheets, reports and other documents to conform to the comments within 180 days from the receipt of the Plan Review transmittal. If a complete resubmittal is not returned within 180 days, the review will be considered expired and the review process will start over from the beginning. The subsequent submittal will be considered 1<sup>st</sup> review, and all applicable review fees will apply. If there are any questions about any of the comments or if clarification of comments is needed, please contact the Plan Review staff at City of Goodyear (623) 882-3110. If changes are made to plans, detail sheets, reports and other documents other than the changes requested by the City in its review comments, such changes shall be listed in detail with the location in plans clearly stated. **FAILURE TO IDENTIFY ADDITIONAL CHANGES SHALL RESULT IN A DENIAL OF THE APPLICATION.**

## 2.13 PLAN REVIEW APPROVAL

### 2.13.1 NOTIFICATION OF APPROVAL OR CONDITIONAL APPROVAL

When in the opinion of the City Engineer the construction plans and final reports meet the requirements for approval, and all fees have been paid, applicant will be notified of the City's approval or conditional approval. If applicant has not provided documentation reflecting required third party approvals, such approval shall be conditioned upon receipt of such approval. Until documentation, in the form provide herein, of the required

third party approvals is provided, and until applicable conditions of approval have been satisfied, the City will withhold signing the plans.

#### 2.13.2 OTHER AGENCY APPROVAL REQUIRED

Before the City Engineer will sign conditionally approved plans, all other reviewing agencies (i.e. Liberty Water, EPCOR, Arizona American Water, Arizona Water, MCESD, MCDOT, RID, BWCDD, ADOT, FCDMC, MWD, Luke Air Force Base and / or others as required) shall have approved the plans by signing the cover sheet; or, if the agency does not sign the cover sheet, a letter of their approval shall accompany the signature submittal with the letter date and signing party noted on the cover sheet.

#### 2.13.3 ELECTRONIC APPROVAL PROVIDED TO APPLICANT

When in the opinion of the City Engineer the construction plans and final reports meet the requirements for approval, and all fees have been paid and conditions of approval have been satisfied, the City Engineer will provide an electronic .pdf of the engineering construction plans and reports with a signed approval block on the cover via the City electronic plan review system for downloading by the Applicant.

#### 2.13.4 EXPIRATION OF APPROVED PLANS

The City of Goodyear's approval for an improvement plan set shall expire one year after the City's approval date. An improvement plan set may receive a time extension through the Extension Review process identified in this chapter. Time extensions may be granted for up to one additional year from the original date of expiration (a maximum of two years from the date of original approval). An Extension Review submittal may be made at any time within the first year after a plan has expired however, the maximum time extension shall not extend beyond a maximum of 2 years from the date of original approval. Improvement plans with approval dates that are more than 2 years old from the date of original approval shall be submitted as a new project through the standard plan review and approval process.

### **2.14 INSPECTION PROCEDURES FROM ISSUANCE OF PERMIT THROUGH COMPLETION OF PERMITTED WORK**

#### 2.14.1 GENERAL PROCEDURE INFORMATION

The provisions set forth in this sub-section govern the inspection process for the construction or work for which an Engineering Permit is required ("Permitted Work") from the time an Engineering Permit is issued until the Permitted Work has been completed and a Notice of Approval of Work has been issued by the City Engineer.

#### 2.14.2 PERMITTED WORK SUBJECT TO INSPECTION

Permitted Work shall be subject to inspection by the City Engineer or designee and such Permitted Work shall remain accessible and exposed for inspection purposes until approved. It shall be the duty of the Permit holder to cause the Permitted Work to remain accessible and exposed for inspection purposes. The City of Goodyear and its employees, contractors, agents and/or representatives shall not be liable for any expense entailed in the removal or replacement of any material required to allow for the inspection of any Permitted Work.

#### 2.14.3 CONSTRUCTION STARTS FOR CERTAIN TYPES OF WORK

The construction for certain types of work shall not start until the associated work permit has been obtained from the City and the City construction inspector has confirmed that there are no field conditions or situations that would interfere with the start of construction. As a minimum, the following shall occur prior to start of construction for following types of work activities:

##### A. Installation/Construction of Stormwater BMPs

1. A permit has been obtained from the City of Goodyear.
2. A preconstruction meeting has been held with the City Inspector.

##### B. Mass Grading

1. A permit has been obtained from the City of Goodyear.
2. A preconstruction meeting has been held with the City Inspector and all SWPPP controls are in place prior to grading activities.
  - a. When there are estimated dirt hauls of 5,000 cubic yards or more, that require the use of the public right-of-way, then a haul route permit shall be obtained prior to the haul.

##### C. Grading

1. A permit has been obtained from the City of Goodyear.
2. A preconstruction meeting has been held with the City Inspector and all SWPPP controls are in place prior to land disturbance.
  - a. When there are estimated dirt hauls of 5,000 cubic yards or more, that require the use of the public right-of-way, then a haul route permit shall be obtained prior to the haul.

##### D. Soil Haul/Encroachment

1. A permit has been obtained from the City of Goodyear.

2. A preconstruction meeting has been held with the City Inspector and existing infrastructure conditions have been documented and provided to the inspector prior to the haul.
3. Any other agency permits have been acquired.

E. Water, Reclaimed Water, Sewer, And/or Storm drain

1. A permit has been obtained from the City of Goodyear.
2. A preconstruction meeting has been held with the City Inspector and all applicable SWPPP controls are in place.
3. Property Pins/Stakes have been installed at all front lot corners and verified by the City Inspector.
4. All excess soils have been removed from the site.
5. Any letters of special conditions have been received and approved by the City. (i.e. temporary construction ponds, stockpiles, driveway slopes not exceeding maximum when raising pad elevations, etc.)
6. Materials testing information has been received on embankment/fill construction to include compaction certification for each finished pad.
7. Letter received from the Project Engineer or Registered Land Surveyor that all grading per the approved grading plans has been completed per the following tolerances:
  - a. Pad Elevations are at or 0.1 feet above plan elevation (driveway slope compliance letter required if pad exceeds .1 feet above)
  - b. All open spaces, tracts, and rights-of-ways (with exception of streets) graded to w/in 0.3 feet of plan grades. Street grades shall be within 0.5 feet of plan grades.

F. Dry Utility Joint Trench

1. A permit has been obtained from the City of Goodyear.
2. A preconstruction meeting has been held with the City Inspector and all applicable SWPPP controls are in place.
3. Water mains, services and appurtenances installed and verified to be functional (except water meter boxes, blow-off assemblies, air relief assemblies and water sampling stations).
4. Water main placed into service by Water Management. (Alternative – The waterline construction may be complete and left energized with a backflow device installed and trench backfill compaction testing completed. Flushing, testing, and sanitizing the line may be completed during dry utility installations.)
5. Copy of bacteria test results and custody form letter received by City Inspector. (If the Alternative described in item 4 is used, then test

results are due prior to concrete permits and new lines tied into existing with trench backfilling completed.)

6. Sewer mains, manholes and cleanouts installed, air tested, mandrel, and video camera of the sewer line completed.
7. An electronic copy (Windows Media Format preferred) of sewer video with a detailed report has been received and approved.
8. Sewer, water, and storm drain trenches backfilled, density testing information received and approved by the construction inspector for density and frequency. (Alternative – The developer may submit a sealed letter from the Geotechnical Engineer that the testing has been completed prior to the City receiving and approving the testing report.)
9. Field inspection performed on sewer system and deficiencies corrected:
  - a. Manhole bases inspected for invert ponding, cracks and flow
  - b. Pipe inspected for flow
  - c. A blue top rim elevation shall be set prior to inspection for verification of depth of cone.
10. All water and sewer service stubs marked.
11. Property pins/stakes have been re-established at all front lot corners.

G. Concrete Structure, Concrete, and/or Paving Permit.

1. Concrete Box Culvert/Bridge Structures
  - a. A permit has been obtained from the City of Goodyear.
  - b. A preconstruction meeting has been held with the City Inspector and all applicable SWPPP controls are in place.
  - c. These structures may be approved by the City to start when all utilities and/or sleeves have been completed in the vicinity of the structure.
2. All other Concrete
  - a. A permit has been obtained from the City of Goodyear.
  - b. A preconstruction meeting has been held with the City Inspector and all applicable SWPPP controls are in place.
  - c. All dry utility conduits installed, inspected and backfill compaction tests received and approved.
  - d. Prior to lowering water valves risers, waterline verified to be 100% operational and all valves open.

- e. Sewer mains re-pressure tested.
- f. Water and sewer markers in place.
- g. Property pins/stakes have been re-established.
- h. All retaining walls have been permitted.

#### H. Paving

1. A permit has been obtained from the City of Goodyear.
2. Interim storm drain, water, and sewer as-builts are approved by the city inspector.
3. A preconstruction meeting has been held with the City Inspector and all applicable SWPPP controls are in place.
4. All concrete items have been completed and verified by the City Inspector to be true to plan grade and free of defects, cracks, etc.
5. Each lot verified to have a water and sewer service and located out of driveways.
6. All water and sewer electronic marker balls verified to be installed and water/sewer crossings stamped in concrete curb.
7. The service lines for all remaining water appurtenances installed (meter boxes, blow-off assemblies, water sampling stations and air relief assemblies). Actual placement of appurtenances may be installed after paving.
8. All associated sleeves and/or utility street crossings have been installed (landscaping irrigation, wet/dry utilities, traffic signal interconnect, etc.)
9. Prior to actual Asphalt Concrete (AC) Placement:
  - a. Subgrade density tests received.
  - b. ABC density tests received.
  - c. ABC gradation received.
  - d. Valley gutters completed and concrete has met minimal strength requirements.
  - e. Damaged, broken, chipped, and cracked concrete replaced that new pavement adjoins (curb & gutter, valley gutters, ramps, etc.)

#### I. Landscape

1. A permit has been obtained from the City of Goodyear.
2. A preconstruction meeting has been held with the City Inspector and all applicable SWPPP controls are in place.

3. Placement of landscape sleeves may start after the dry utilities have been installed. No other landscape work can start until concrete items have been completed.
4. No irrigation line installation, sidewalk construction in landscaped areas, planting, or granite placement, may start until the Inspector has verified that grades are per the approved grading plans and development standards.

#### J. Street Light

1. A permit has been obtained from the City of Goodyear.
2. Concrete items must be complete prior to placing streetlights.
3. A preconstruction meeting has been held with the City Inspector and all applicable SWPPP controls are in place.

#### K. Traffic Signal

1. A permit has been obtained from the City of Goodyear.
2. Construction Inspector has verified there are no field conditions or situations exists that would be in conflict with Traffic Signal work.
3. A preconstruction meeting has been held with the City Inspector and all applicable SWPPP controls are in place.

#### L. Signing and Striping

1. A permit has been obtained from the City of Goodyear.
2. The City has inspected the completed pavement and all pavement deficiencies have been corrected.
3. A preconstruction meeting has been held with the City Inspector.
4. Any field changes to plans have been approved by the City.

#### M. Traffic Control

1. A permit has been obtained from the City of Goodyear.
2. A preconstruction meeting has been held with the City Inspector.

### 2.14.4 INSPECTION STAGES

Except as otherwise expressly provided herein, inspections for the following “Permitted Work” shall occur at the following Inspection Stages:

#### A. Grading – Inspection Stages

1. Mass grading

2. Finish grading
3. Certification

B. Sewer – Inspection Stages

1. Trenching
2. Bedding
3. Pipe installation
4. Shading
5. Manhole
6. Backfill compaction
7. Pipe testing

C. Drainage (Storm Drain) – Inspection Stages

1. Trenching
2. Bedding
3. Piping installation
4. Shading
5. Manholes
6. Backfill compaction
7. Pipe testing
8. Riprap

D. Dry Utilities – Inspection Stages

1. Trenching
2. Conduit placement
3. Backfill compaction
4. Asphalt/concrete/landscape restoration

E. Drywells – Inspection Stages

1. Number and locations
2. Approved materials
3. Perc Testing

F. Water – Inspection Stages

1. Trenching

2. Bedding
3. Piping/hydrant installation
4. Restraint
5. Backfill compaction
6. Testing

#### G. Structures for Storm Drain – Inspection Stages

1. Compaction
2. Inside forms/rebar
3. Outside forms
4. Concrete mix ticket
5. Poured concrete
6. Backfill compaction
7. Handrails
8. Test results review

#### H. Paving – Inspection Stages

1. Sub grade
2. Base course
3. AC placement

#### I. Concrete – Inspection Stages

1. Compaction
2. Forms
3. Concrete mix ticket
4. Poured concrete
5. Test results review

#### J. Landscape Inspection Stages

1. Trenching
2. Irrigation mainline
3. Pressure Test
4. Planting

#### K. Storm Water – Inspection Stages

1. Setup and maintenance of BMP devices

L. Traffic Signal – Inspection Stages

1. Foundation hole/rebar
2. Concrete mix ticket
3. Poured concrete
4. Test results review
5. Upright installation
6. Mast arm installation
7. Electrical inspection
8. Traffic signal and meter pedestal inspection
9. Material certification

M. Street Lights – Inspection Stages

1. Pole installation/backfill
2. Activation

N. Signing – Inspection Stages

1. Sign installation
2. Sheeting certification

O. Striping Inspection Stages

1. Striping layout
2. Striping

P. Traffic Control Inspection Stages

1. Traffic control setup

#### 2.14.5 INSPECTIONS

Inspections for all other Permitted Work shall occur at stages designated by the City Engineer, subject to the provisions set forth herein.

#### 2.14.6 DAILY INSPECTIONS AND PERMIT HOLDER DUTIES

Permit holder may request daily inspections for Permitted Work to expedite the inspection process, which request may be granted at the discretion of the City Engineer or his/her designee. Unless permit holder obtains approval for daily inspections, Permitted Work shall not be done

beyond the point indicated in each successive Inspection Stage above without first obtaining approval of the City Engineer. It shall be the duty of the Permit holder or its duly authorized agent to contact the City Engineer when Permitted Work is ready for inspection and to schedule an inspection. It shall be the duty of the Permit holder to provide access to and means for inspecting Permitted Work.

#### 2.14.7 NOTIFICATION OF PERMITTED WORK THAT FAILED TO MEET REQUIREMENTS/STANDARDS

Within two business days following an inspection, the City Engineer or designee shall notify the Permit holder or its duly authorized representative, if any of the Permitted Work was not installed or constructed in accordance with the approved construction plans for the Permitted Work, the requirements of the Engineering Standards, the Development Standards or other applicable requirements of any other federal, state, or local laws, rules and/or regulations applicable to the Permitted Work. Any of the Permitted Work that does not comply with the approved construction plans for the Permitted Work, the requirements of the Engineering Standards or any requirement of any other federal, state, or local laws, rules and/or regulations applicable to the Permitted Work shall be corrected and the portion of the Permitted Work being corrected shall not be covered or concealed until authorized by the City Engineer or his/her designee. The City of Goodyear and its employees, contractors, agents and/or representatives shall not be liable for any expense entailed in correcting the Permitted Work so that it complies with the approved construction plans for the Permitted Work, the requirements of the Engineering Standards, or the requirements of any other federal, state, or local laws, rules and/or regulations applicable to the Permitted Work.

#### 2.14.8 OTHER INSPECTIONS

All other inspections conducted pursuant to the authority granted in the Engineering Standards shall be conducted pursuant to procedures adopted by the City Engineer, which procedures shall comply with all applicable state and federal laws, regulations or rules governing such inspections.

#### 2.14.9 FINAL INSPECTION

The final inspection will be scheduled after the City inspector has verified that all of the Permitted Work under all Engineering permits issued for a specific project has been completed per development standards, and after all associated testing reports, materials certification, other permitting agency approval letters, and private utility acceptance letter have been received and approved. Applicant shall make the repairs, modifications and/or corrections for all items identified on the Final Inspection punch list (“Punch List Repairs”).

## 2.14.10 APPROVALS OF PERMITTED WORK

Approvals as a result of an inspection shall not be construed to be an approval of a deviation from the approved construction plans, or an approval of a violation of the provisions of the City of Goodyear Engineering Standards and Policies or of any other applicable federal state, or local laws, rules and/or regulations applicable to the Permitted Work. Approvals of Permitted Work presuming to authorize the violation of, deviation from, or avoidance of provisions of the Engineering Standards, Development Standards, or of any other applicable federal state, or local laws, rules and/or regulations applicable to the Permitted Work shall not be valid.

## 2.15 COMPLETION OF IMPROVEMENTS

### 2.15.1 AS-BUILTS

#### A. Process

1. Approved and Accepted “As-Builts” are required for all permitted work. The process for obtaining “As-Built” approval and acceptance is as follows:
2. Following the completion of the Punch List Repairs, applicant shall submit black line copies of “As-Built” drawings for all permitted work for review. The “As-Built” drawings shall conform to the requirements of Chapter 10 of this manual and the “As-Built” drawing shall be certified and sealed by Professional Engineer or Land surveyor registered to practice in the State of Arizona.
3. The Master Utility Plan shall be updated with the “As-Builts.”
4. Once the drawings have been approved, Mylars of the approved “As-Built” drawings shall be provided to the City Engineer for acceptance.

### 2.15.2 LETTER OF ACCEPTANCE / NOTICE OF APPROVAL

Following the completion of the Punch List Repairs, submittal of closeout documentation and submittal and acceptance of the “Mylar As-Builts” for the permitted work, applicant shall seek from the City Engineer a Letter of Acceptance for improvements for which the City is to own and maintain, or a Notice of Approval for improvements that the City will not own or maintain.

A Letter of Acceptance or Notice of Approval will not be issued for the completion of a single phase of a phased improvement plan set. All improvements associated with an improvement plan set shall be completed prior to issuance of a Letter of Acceptance or Notice of Approval.

### A. Obtaining a Letter of Acceptance or Notice of Approval

Once the City is satisfied that all improvements have been constructed per the City approved improvement plans, Engineering Standards, and Development Standards, the City Engineer shall provide either a Letter of Acceptance, indicating that the City is accepting the improvements that are to be owned and maintained by the City, or a Notice of Approval, indicating that the City Engineer has approved the improvements that are not to be owned and maintained by the City. The warranty period begins to run upon the issuance of a Letter of Acceptance or Notice of Approval by the City Engineer.

To obtain a Letter of Acceptance or Notice of Approval the applicant shall provide the following:

1. Warranty bond that meets the requirements set forth herein.

### 2.15.3 WARRANTY PERIOD AND WARRANTY BOND REQUIREMENTS

#### A. Warranty Period

1. The warranty period for completed improvements shall be two years from the date a Letter of Acceptance or Notice of Approval is issued except as otherwise provided herein.
2. The warranty period for all stormwater disposal and erosion related improvements shall be five years from the date a Letter of Acceptance or Notice of Approval is issued.
3. The Warranty period shall continue until all warranty punch list items are resolved to the sole satisfaction of the City Engineer.

#### B. Warranty Bond Requirements

Warranty Bonds shall comply with the following:

1. The amount of the Warranty Bond shall be equal to 10% of the original engineer's estimate of the cost of the improvements covered by the Warranty Bond.
2. Warranty bonds shall be issued in favor of the City.
3. Warranty bonds shall only be accepted from entities that have been rated A+ rating by A.M. Best Company.
4. Warranty shall specifically identify the amount of the warranty bond, the specific location of the improvements for which the warranty bond would apply, the name of the development, and the types of improvements the warranty bond will apply towards.
5. Warranty bonds for all improvements except stormwater disposal and erosion related improvements shall be held for a minimum of two

years after the City has issued a Letter of Acceptance or Notice of Approval and until all improvement defects have been remedied as identified by the City Inspector during the warranty period.

6. Warranty bonds for stormwater disposal and erosion related improvements shall be held for a minimum of 5 years after the City has issued a Letter of Acceptance or Notice of Approval and until all stormwater disposal and erosion related improvement defects have been remedied as identified by the City Inspector during the warranty period.

#### 2.15.4 RELEASE OF PERFORMANCE BONDS

##### A. Performance Bond Retention

Except as otherwise provided in this subsection, performance bonds shall be retained by the City until all of the following have occurred:

1. All of the improvements covered by the performance bond have been completed.
2. Mylars of approved As-Built Drawings for all of the improvements covered by the performance bond have been accepted by the City.
3. A Notice of Approval and/or Letter of Acceptance for all of the improvements covered by the performance bond has been issued by the City Engineer.
4. A warranty bond that meets the requirements set forth in this Chapter has been provided.