

# **Attachment “D”**

## **Standards, Rules, and Procedures**

### **GENERAL PRE-CONSTRUCTION REQUIREMENTS AND PROCEDURES**

#### **PRELIMINARY PLAN SUBMITTAL REQUIREMENTS AND PROCEDURES:**

Applicants seeking review of Preliminary Plans for developments and other public improvements on private development contracted projects as deemed necessary by the City Engineer shall follow the requirements and submittal procedures outlined in this section. Preliminary Plan requirements are administered by the Engineering Division and are to coincide with any Planning Division and/or Building Division preliminary requirements for development and other public improvements on private development contracted projects.

The engineering plans shall be labeled as Preliminary Plans for this stage. The Plans shall be in conformance with the City of Gillette CAD Standards and shall be prepared by a Professional Engineer licensed to practice in Wyoming. The Preliminary Plans shall be submitted through the City of Gillette electronic plans review program (ePlans) through the City Planning Division. The City of Gillette website, under the Engineering, Planning, or Building Divisions, can be referenced for guidance and instructions on using ePlans.

#### **PRELIMINARY PLAN REQUIREMENTS:**

Preliminary Plans shall include the following items. Only the information that applies to each of the associated development processes: Preliminary Platting, Commercial Site Plans, or Development Plans, shall be required for that particular process. Sketch Plat requirements are as identified in the Subdivision Regulations and do not require the Preliminary Plans as related to this section.

A. **PRELIMINARY PLAT.** When preliminary platting a project area, the Preliminary Plans shall include a copy of the preliminary plat in conformance with the current Subdivision Regulations.

B. **UTILITY PLAN.** The Utility Plan shall include the proposed location of water, sanitary sewer, electric, gas, cable TV, and phone lines and all associated easements. Also, the proposed locations of all fire hydrants, water valves and manholes, and the size of the proposed water mains and sanitary sewer mains shall be shown. The Utility Plan shall also include the location of all existing utilities and, if applicable, shall indicate the location of the proposed connections to these existing utility systems.

C. **STREET, DRAINAGE AND GRADING PLANS.** The plans shall include the right-of-way widths, street widths, proposed street grades, and conceptual grading plans. The plans shall also include the boundary of the one hundred (100) year flood plain, known geotechnical hazards, if applicable, existing and proposed contour lines, drainage flow arrows, location of detention ponds, proposed storm sewers, drainage structures, area(s) of disturbance, drainage easements, or any other applicable permanent stormwater Best Management Practices (BMPs) as associated with the project improvements. The Project Contractor is responsible for the BMPs associated with the methods and procedures of their construction activities and shall be in accordance with DEQ requirements and

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permitting. City of Gillette Vertical Control Monuments (VCM) shall be used for the elevation datum.

D. OFFSITE PUBLIC IMPROVEMENTS. If offsite public improvements are required in order to connect into existing city facilities, the offsite plans shall include the proposed lines, connection locations, and identify the status of the right-of-way or easements for the improvements.

#### **SUPPLEMENTAL REPORTS TO BE SUBMITTED WITH THE PRELIMINARY PLANS:**

The following documents, as applicable, shall be uploaded into ePlans utilizing the ePlans Preliminary Plan permit numbering system (e.g. BPXX-00000XXX) that is provided by the Planning Division.

A. PRELIMINARY DRAINAGE REPORT. A Preliminary Drainage Report shall be prepared in conformance with the requirements of the City of Gillette Storm Drainage Design Manual, and shall be prepared by a Professional Engineer licensed to practice in Wyoming. This report is required with the Preliminary Plans.

B. PRELIMINARY GEOTECHNICAL REPORT. If the geotechnical investigation report is completed (See Section 101.20) or if preliminary reports have been made, the City will review these documents with the Preliminary Plans.

C. TRAFFIC IMPACT ANALYSIS REPORT. If a Traffic Impact Analysis Report is required as per Section 611, the City will review this report with the Preliminary Plans.

#### **PRELIMINARY PLAN SUBMITTAL PROCEDURE:**

A. The Applicant shall submit the Preliminary Plans via the ePlans program through the Planning Division. The City of Gillette website, Engineering Division, can be referenced for guidance and instructions on using ePlans. The Application for Permit to Construct for the infrastructure improvements is not required at the preliminary stage.

B. The Preliminary Plans shall be submitted to the Engineering Division at the same time the preliminary plat is submitted to the Planning Division for consideration by the City Planning Commission. This is accomplished by uploading all of the required preliminary plat requirements (Preliminary Plat, Preliminary Plans, and Preliminary Reports) to ePlans utilizing the permit number issued by the Planning Division. The Engineering Division will review the Preliminary Plans and also make any comments regarding the Preliminary Plat to the Planning Division.

C. The Engineering Division will also review the preliminary geotechnical report, if submitted, and may request additional testing or information, if necessary.

D. After reviewing the Preliminary Plans, the Engineering Division will make any comments (markups) through ePlans, which will be presented at the Staff Review Meeting coordinated by the Planning Division. At any time during the review process, the

Applicant may log in to the ePlans program and see any comments that have been made on the documents. No paper copies are required to be submitted to the Engineering Division at this stage.

E. The Applicant shall then revise and resubmit the plans as Final Construction Plans. (See Section 101.20 on FINAL SUBMITTAL REQUIREMENTS AND PROCEDURES).

#### **MINOR PLAT APPROVAL:**

A plat is considered a Minor Plat when the following conditions are met:

1. The plat is a subdivision or a re-subdivision that adjusts the lot lines of more than two (2) lots without creating additional lots; combines more than two (2) lots into one (1) lot; combines two (2) or more lots into multiple lots; or creates no more than ten (10) new lots from any single or multiple parcels, tracts, or lots.
2. The subdivision is served by existing utilities and does not require extension of streets, utilities or other infrastructure improvements.

According to the Subdivision Regulations, once the plat is declared a Minor Plat, the subdivider may proceed directly to the preparation of the Final Plat.

A. In order to coordinate the Engineering Division's recommendations on the Minor Plat with the Planning Division, the required supporting materials must be submitted to the Engineering Division, through the Planning Division, via ePlans in accordance with their yearly adopted Development Review Schedule.

The supporting materials shall include the existing plat with lot lines and existing water and/or sewer services clearly identified in relation to their proposed alterations.

The Engineering Division will review the supporting materials and make any comments regarding the Minor Plat to the Planning Division.

B. Any water and/or sewer service lines not needed shall be abandoned according to the City of Gillette Design Standards and Standard Construction Specifications prior to the plat being recorded. Any new service lines shall either be installed prior to recording the plat or provided a financial guarantee for their installation on residential lots prior to the plat being recorded. A financial agreement between the applicant and the City of Gillette shall be completed. This agreement is known as a Service Line Agreement and it covers the installation or abandonment of service lines only.

Water and sanitary sewer services may be installed at time of development for commercial, institutional and industrial subdivisions.

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## **FINAL SUBMITTAL REQUIREMENTS AND PROCEDURES:**

Applicants seeking approval of Final Plans for construction of developments and other public improvements on private developer contracted projects as deemed necessary by the City Engineer shall follow the requirements and submittal procedures outlined in this section. The Final Construction Plan submittal and review process is administered by the City Engineering Division. This process is directly linked to the associated application for Permit to Construct for the infrastructure improvements presented in the Final Plans. These documents are submitted to the Engineering Division via ePlans and are separate from the Final Plat submittal which is required and administered by the Planning Division.

### **FINAL SUBMITTAL REQUIREMENTS:**

A. **CONSTRUCTION DRAWINGS/FINAL PLANS.** The final plans shall include the following, if applicable: cover sheet, notes and legends sheet, final plat, overall grading plan, detailed grading plan, erosion and sediment control plan, final drainage plan, overall utility plan, electrical and dry utility plan, street and alleys (if applicable) plans and profiles, temporary traffic control plan, signing and striping plan, sanitary sewer main plans and profiles, water main plans and profiles, storm sewer plans and profiles, and detail sheets. These plans shall include the applicable information detailed in the Final Submittal Checklist. The Plans shall be in conformance with the City of Gillette CAD Standards and shall be prepared by a Professional Engineer licensed to practice in Wyoming.

B. **GEOTECHNICAL INVESTIGATION REPORT.** The final submittal shall include a geotechnical investigation report, prepared by a Professional Engineer registered to practice in Wyoming, which identifies any special geotechnical hazards, and develops recommendations regarding the hazards, grading, and pavements. Four (4) separate reports: Geotechnical Hazards, Grading, Pavement Design, and Subsurface Profile (Soil Borings) are required and may be submitted together as long as they comprise a complete report.

1. The Geotechnical Hazards portion shall consider but not be limited to: expansive or collapsible soils, slope instability, groundwater, springs, mine subsidence, and any other geotechnical or geological hazards the investigating Engineer becomes aware of. The report shall include a map illustrating the location of potential hazards.

2. The Grading portions shall include: data regarding the distribution and engineering characteristics of the various soils; data about groundwater levels, especially those within the depth of influence to proposed structures; the geotechnical feasibility of development as planned; recommendations concerning mitigation of geotechnical/geologic hazards, grading criteria, and any other information pertinent to the proposed land use.

3. The Pavement Design portion shall include the vertical and horizontal distribution of various subgrade soils, and for each soil type, design tests and correlations to estimate the resilient modulus. The pavement design procedure and all assumptions used (including the average daily traffic and equivalent 18 kip single axle load calculations) to determine the pavement section(s) shall be presented. The selected design procedure must not result in a lesser pavement

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section than would have resulted from use of the procedures outlined in Sections 609 and 610.

4. Soils shall be classified in accordance with the Unified Soil Classification System (ASTM D:2487 / ASTM D:2488) or the AASHTO (M 145-91) Classification system. The classification and engineering properties of representative soils shall be confirmed by the appropriate ASTM tests and observations.

Soil strength, effect of engineering properties due to moisture variation in soil, bearing capacity, compressibility/collapse potential, and expansive properties shall be established using the appropriate ASTM test procedures on representative, relatively undisturbed soil samples. It is required there be a minimum of one (1) boring per five-hundred (500) longitudinal feet of R.O.W. being developed or rehabilitated. Each boring shall adequately depict subsurface conditions within the street right-of-way. The minimum depth of each boring shall be five (5) feet below the base of pavement, at least ten (10) feet below the bearing elevation of proposed structures, and at least fifteen (15) feet below the proposed final grade. Drilling methods for borings below the groundwater table shall be by hollow stem auger, mud rotary, or other submitted method approved by the City Engineer.

Soil sampling shall be performed by ASTM D1586-99 (2000) Standard Test Method for Penetration Test and Split Barrel Sampling of Soils. The sampling interval shall be no greater than every five (5) feet of boring depth. In very soft soils, Standard Penetration Tests can be supplemented by ASTM D 1587-94 (2000) Standard Practice for Thin-Walled Tube Geotechnical Sampling of Soils. Alternative sampling methods shall be used only as approved by the City Engineer.

C. WATER AND SANITARY SEWER DESIGN REPORTS. The final submittal shall include a Water System Design Report and a Sanitary Sewer System Design Report, as applicable, and shall be prepared by an Engineer registered to practice in Wyoming. The report(s) shall conform to the requirements of Wyoming Department of Environmental Quality (DEQ) as outlined in their Water Quality Rules and Regulations, Chapters 11 and 12.

D. FINAL DRAINAGE REPORT. The final submittal shall include a Final Drainage Report, prepared in conformance with the City of Gillette Storm Drainage Design Manual by a Professional Engineer licensed to practice in Wyoming.

E. TRAFFIC IMPACT ANALYSIS REPORT. If applicable, the final submittal shall include a Traffic Impact Analysis Report. (see Section 611)

F. STORMWATER PERMIT APPLICATION AND STORMWATER POLLUTION PREVENTION PLAN (SWPPP). The final submittal shall include a copy of the Stormwater Permit Application and SWPPP in accordance with the City of Gillette Storm Drainage Design Manual.

G. SUBMITTAL OF FORMS. The [Application for Permit to Construct](#) (PTC) and [Final Submittal Check List](#) shall be completed, signed, and submitted with the final plans.

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H. VARIANCES. If the Applicant desires to design and construct improvements in variance to criteria in these standards, such variance(s) should be identified in the initial submittal of the construction plans. The variance request(s) shall consist of:

1. Identification of the criteria provisions to be waived or varied.
2. Identification of the alternative design or construction criteria to be adhered to.
3. A thorough justification of the variance request including impact on capital and maintenance requirements and cost.

#### **FINAL SUBMITTAL PROCEDURES:**

The Final Plans submittal procedures are completed via the ePlans program through the Engineering Division. This creates a separate permit number that will be associated with the DEQ Permit to Construct (PTC) and is different from the project number that was used to upload the Preliminary Plan documents through the City Planning Division. The City of Gillette website, Engineering Division, can be referenced for guidance and instructions on using ePlans.

A. The Applicant shall submit the completed Final Plans along with the Geotechnical Investigation Report, Water System Design Report, Sanitary Sewer System Design Report, Final Drainage Report, Traffic Impact Analysis Report, Stormwater Permit Application and SWPPP to the City of Gillette Engineering Division for review and approval.

The Application for Permit to Construct and the Final Submittal Check List must be submitted with the Final Plans.

B. The Final Plans along with the associated Final Reports and Application for Permit to Construct must be approved by the Engineering Division before the Permit to Construct will be issued.

C. The Permit to Construct must have been issued at least one (1) week before the resolution approving the final plat is scheduled for reading at the Gillette City Council. If the Permit to Construct has not been issued at least one (1) week prior to the scheduled reading, the reading of the final plat resolution shall be taken off of the City Council Agenda until such time the Permit to Construct is issued.

D. No construction will begin on a project before the Permit to Construct has been issued, except that a Grading Only Permit may be issued by the City Engineer upon approval of the final overall grading plan, erosion and sediment control plan and any applicable detail sheets, and issuance of a Storm Water Permit.

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## **PERMITTING PROCEDURES:**

The City of Gillette has received authority from the State of Wyoming Water Quality Division of the Department of Environmental Quality to regulate publicly owned or controlled sewage collection facilities and publicly owned or controlled water distribution facilities. The delegation of this authority to the City of Gillette requires that the City administer the Permit to Construct.

No construction for developments or other public improvements on private development contracted projects as deemed necessary by the City Engineer, and no construction, installation, or modification of public infrastructure including but not limited to: a public water supply, sewerage system, treatment works, disposal system, or other facility capable of causing or contributing to pollution shall be allowed unless a Permit to Construct has been obtained from the City Engineer.

## **APPLICATION REQUIREMENTS:**

A. Any person who proposes to construct, install, or modify a facility required to be permitted shall submit one (1) copy of the Application for Permit to Construct, which is incorporated herein by this reference. A digital version of this document may be emailed to the Engineering Division or can be uploaded into ePlans to start the process, but an original signed copy must also be submitted in order for the Permit to Construct to be issued.

B. The Application for Permit to Construct must be accompanied by the Final Plans, Final Design Report(s), Stormwater Permit Application and SWPPP, other pertinent information covering the project, and any additional information required by the City Engineer.

C. All plans and design reports submitted shall carry the seal and signature of the designing engineer, who must be a Professional Engineer registered in the State of Wyoming.

## **APPLICATION PROCESSING PROCEDURES:**

All applications for Permit to Construct will be processed in the following manner:

- A. The City Engineer shall review each completed application to determine whether:
1. The Application meets minimum applicable standards and the requirements of the City of Gillette Standard Construction Specifications, Design Standards, and D.E.Q. Water Quality Rules and Regulations, and should be authorized; or
  2. The Application should be authorized with modification.
- B. Incomplete applications will be processed in the following manner:
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1. Additional information will be requested from the applicant in order to complete the review.
2. If the application is grossly incomplete, it will be returned to the applicant with a request for completion and re-submittal on a new application.
3. If an application is returned to the applicant because of incompleteness, the applicant shall have a maximum of six (6) months to provide the additional information. If the applicant fails to provide the requested information within that period, the entire incomplete application shall be denied and the application returned to the applicant.
4. If the applicant does not address all comments and make the appropriate revisions identified in the initial review on the re-submittal, a charge of \$100.00 will be assessed for review of each submittal thereafter.

C. The application will be reviewed and final action taken by the City Engineer within fifteen (15) working days. The review time will be lengthened if the submittal is incomplete and additional information is requested.

D. All plans and reports must meet or exceed the City of Gillette Standard Construction Specifications and Design Standards and applicable regulations.

E. Each application will be reviewed on its own merit. Processing of an application with respect to recommendations or required changes will be done in accordance with the provisions of applicable statutes, rules and regulations enforced by the City Engineer.

F. The City Engineer shall promptly notify the applicant in writing of the final action taken on the application. If the conditions of the permit are different from the proposed application submitted by the applicant for review, the notification shall include reasons for the changes made.

G. If, upon review of an application, the City Engineer determines that a permit is not required, the City Engineer shall notify the applicant of this determination in writing. Such notification shall constitute final action on the application.

#### **DURATION, TERMINATION, AND TRANSFER OF PERMITS:**

A. The City Engineer may require an expiration date less than two (2) years on the permit issued. Those permits issued without a specified expiration date will be in force no more than two (2) years from the date of issuance.

B. Permits will be issued only to the official applicant of record, who must be the owner of the permitted facility, for only the type of construction of record and shall be automatically terminated:

1. Within sixty (60) days after sale or exchange of the facility.
2. Upon issuance of a new, renewed or modified permit.
3. Upon written request of the permittee.

C. Permits may be transferred to new owners by completion and submittal of application forms by the new owner to the City Engineer. The new owner shall also



submit a written request from the existing owner to transfer ownership. The City Engineer shall act within ten (10) working days after receipt of the request.

D. Any conditions established in a construction, installation or modification permit would be automatically transferred to the new owner whenever a transfer of ownership of the facility occurs.

## **RENEWAL OF A PERMIT**

A permit may be renewed on the following conditions:

A. A written statement is filed with the City Engineer stating that there will not be any changes in the plans for construction, installation, or modification of a permitted facility.

The written statement should be filed with the City Engineer prior to the expiration date of the permit; and

B. No modifications to the permit are required under Section 101.36 of these regulations.

## **DENIAL OF A PERMIT:**

A. The City Engineer may deny a permit for any of the following reasons:

1. The application is grossly incomplete or does not meet applicable City of Gillette Standard Construction Specifications and Design Standards;
2. The project, if constructed, will cause violation of applicable State surface or groundwater standards;
3. The project does not comply with applicable State and local water quality management plans;
4. The project, if constructed, would result in hydraulic and/or organic overloading of wastewater facilities;
5. The project, if constructed, would result in public water supply demand in excess of source, treatment or distribution capabilities; or
6. Other justifiable reasons necessary to carry out the provisions of the City's Agreement with WDEQ and the Environmental Quality Act.

B. If the City Engineer proposes to deny issuance of a permit, the applicant shall be notified by registered or certified mail of the intent to deny and the reason for denial.

C. In the case of denial of a permit by the City Engineer, the applicant, if he so desires, may request a hearing before the City Administrator. The request for a hearing shall be made in writing within twenty (20) days of notification of this denial to the City Administrator, and shall state the grounds for the request.

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**MODIFICATION OF PERMIT:**

- A. When reviewing an application or before construction on a facility is completed, the City Engineer may modify a permit due to the following reasons:
  - 1. Changing site conditions which would result in violations of the City's standards and regulations;
  - 2. Receipt of additional information; or
  - 3. Any other reason necessary to meet applicable statutes, standards or regulations.
- B. The City Engineer shall notify the permittee by registered or certified mail of intent to modify the permit.
- C. Such notification shall include the proposed modification and the reasons for modification and time frame to have modifications constructed, installed and operational. Modification requirements shall be implemented before construction, installation, or modification of a facility is completed.
- D. The modification shall become final within twenty (20) days from the date of receipt of such notice unless within that time the permittee requests a hearing before the appropriate body. Such request for a hearing shall be made in writing to the City Engineer and shall state the grounds for the request. Any hearing held shall be conducted pursuant to Chapter 2 of the City of Gillette City Code.
- E. A copy of the modified permit shall be forwarded to the permittee as soon as the modification becomes effective.

**SUSPENSION OR REVOCATION OF A PERMIT:**

- A. The City Engineer may suspend or revoke a permit before construction, installation or modification of a facility is completed for the reasons set forth below, in item C.
  - B. Before a permit may be suspended or revoked, the permittee shall be given an opportunity to show compliance with all lawful requirements for the retention of the permit.
  - C. The City Engineer shall notify the permittee by registered or certified mail of its intent to suspend or revoke the permit in the event that it becomes necessary due to:
    - 1. non-compliance with the terms of the permit; or
    - 2. unapproved changes in design or construction; or
    - 3. false information submitted in the application; or
    - 4. conflict with an approved water quality management plan prepared under Sections 303, 208 and/or 201 of the Federal Clean Water Act, as amended.
    - 5. any other reasons necessary to meet applicable statutes, standards or regulations.
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D. The notification shall include the reasons for suspension or revocation.

E. The suspension or revocation shall become final twenty (20) days from the date of receipt of such notice unless within that time the permittee requests a hearing before the appropriate body. Such a request for a hearing shall be made in writing to the City Engineer and shall state the grounds for the request. Any hearing held shall be conducted pursuant to Chapter 2 of the City of Gillette City Code.

F. The City Administrator, and the Director of Environmental Quality Council, may suspend or revoke permits issued by the City Engineer in the event that there is non-compliance with any of the provisions of item (C) above. Suspension or revocation shall become final twenty (20) days from the receipt of such notice unless within that time the permittee or delegated local entity requests a hearing before the Environmental Quality Council. Such a request shall be made in writing to the Director and shall state the grounds for the request. Any hearing shall be conducted pursuant to the regulations of the Department of Environmental Quality.

## **PROVIDING INFORMATION**

The City Engineer shall return a copy of the executed Permit To Construct with an associated comment letter that contains the pertinent review comments to the permit applicant, and a digital copy of the same documents to the Engineer of Record.

## **NOTICE OF CHANGE IN ENGINEERING SERVICES:**

If the Owner changes the construction engineering firm or the engineering materials testing firm during the construction phase of the project, the City shall be notified immediately.

## **FORMS:**

- [Application for Permit to Construct](#)
- [Final Submittal Check List](#)

## **PRE-CONSTRUCTION MEETING**

The Developer, Engineer, Inspector, and the Contractor's Superintendent shall meet for a pre-construction meeting with the City Engineer, or his representative, before construction begins. The purpose of the meeting is to discuss the following: contractor's schedule, any road closures, construction traffic routes, construction traffic control plans, dust prevention, SWPPP, locations of fill disposal sites, locations of imported borrow sites, and any special conditions of the Permit to Construct.

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## **REQUIREMENTS DURING CONSTRUCTION:**

### **INSPECTIONS:**

A. ENGINEER. The Engineer or his project representative shall follow the guidelines set forth in Article 9, ENGINEER'S STATUS DURING CONSTRUCTION, of the General Conditions of the Standard Construction Specifications of the City of Gillette. The Engineer or his project representative shall be present at the site full time for all underground utility installation and backfill, and for a sufficient time during other construction activities to assess compliance with the plans and specifications for each element of the construction. When construction activities warrant the Engineer or his project representative to be on site other than full time, it shall be no less than twice a day.

B. CITY. In addition to the above inspections, the City Engineer's Office shall make periodic inspections during construction of the project.

### **WEEKLY REPORTS:**

The Engineer or his project representative shall be responsible for submitting weekly progress reports to the City Engineer. The weekly progress report shall include the results of all tests taken during that week. The reports shall be submitted by the end of business on Monday of the following week for the previous week's work.

### **TESTING DURING CONSTRUCTION:**

Testing during the construction phase shall be done in accordance with the appropriate sections set forth in the City of Gillette Standard Construction Specifications.

### **SAFETY:**

The Contractor shall comply with and shall require all subcontractors to comply with all applicable health and safety laws, rules and regulations, including without limitations, the Occupational Safety and Health Act of 1970 and the rules and regulations issued pursuant thereto. **Neither the City of Gillette nor the Engineer shall be responsible for safety on the project.**

### **FINAL COMPLETION AND PROJECT ACCEPTANCE:**

Engineers seeking City acceptance of the completed public improvements on Private Development Contracted Projects and on certain City Contracted Projects shall follow the requirements and procedures outlined in this section.

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**REQUIREMENTS:****FINAL INSPECTION:**

At completion of the project, the Engineer shall request from the City Engineer, in writing, a Final Inspection of the public improvements.

**RECORD DRAWINGS:**

At the time the Engineer requests the Final Inspection, he shall submit "Record Drawings" of the project.

- A. One electronic copy, two unbound sets and one bound set of size B (11X17) black line prints shall be submitted to the City Engineering Division for review.
- B. The "Record Drawings" shall be certified and submitted with the following statement included on the plans:

"I certify that the construction inspection and "Record Drawings" preparation were performed by me or under my direct control and supervision. The construction details as shown on these "Record Drawings" are accurate and complete to the best of my knowledge and belief."

**RECORD DRAWING FORMAT**

- 1. The paper size for Record Drawings shall be size B (11X17).
- 2. The minimum scale ratio for plan and profile sheets shall be 1" = 60'.
- 3. CD, DVD, FTP site, Flash/Jump Drive, or other acceptable electronic version of Record Drawings in CAD (.dwg) format.

**FINAL SUBMITTAL CHECKLIST:**

The Final Submittal Checklist, available at the City Engineer's Office shall be filled out, signed by the responsible Engineer, and submitted with the "Record Drawings".

(An example copy of the checklist is presented at the end of the Section 101.50 of the City of Gillette Design Standards)

**FINAL REPORT:**

A Final Report shall be submitted to the City Engineer upon completion of the project. The Engineer shall compile the Final Report or the Engineer may ask the Engineering Materials Testing Firm to complete the report.

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The report shall include a brief summary of the testing on the project and a statement as to whether the observations and tests indicate that the various materials in place comply with the plans and specifications.

Included also in the report shall be the following information:

1. A summary of all Field Density Tests and Compaction Tests on trench backfill, on street subgrade and base material and on any fill material;
2. Asphalt pavement mix design and all results on Marshall, Gradation, Asphalt Content and Compaction Tests;
3. All Concrete mix designs and all test results on Air Content, Slump, Unit Weight, Compressive Strength at 7 and 28 days;
4. A summary of all water pressure, leakage and disinfection tests and sewer light, leakage and deflection tests;
5. A copy of the application for Permit to Construct with any applicable revisions;
6. Any other information that may add to the integrity of the report.

#### **CERTIFICATE OF COMPLIANCE:**

A Certificate of Compliance must be submitted to the City Engineer upon completion of the project.

#### **PROCEDURE:**

#### **FINAL INSPECTION:**

The City and the Engineer shall make the final inspection of all public improvements in the project. If there are any items that are not in conformance with the City Specifications, the Private Developer and Engineer will be notified. The Private Developer shall be required to bring the items into conformance. On City contracted projects, the Contractor shall be notified and required to bring the items into conformance.

#### **RECORD DRAWINGS:**

The City Engineering Division shall review the "Record Drawings". If the plans need to be revised or if additional information is required, a set of prints will be returned to the Engineer. The Engineer shall then revise and resubmit the "Record Drawings".

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**TWO-YEAR WARRANTY STATEMENT:**

Private Development Projects shall provide a two-year warranty statement covering all the public improvements in the project.

**RECOMMENDATION OF ACCEPTANCE:**

When the public improvements have passed the final inspection, the "Record Drawings" have been stamped and approved, and the Warranty Statement has been provided, the City Engineer shall make a written recommendation to the Gillette City Council to accept the public improvements for maintenance.

**WARRANTY PERIOD ON PUBLIC IMPROVEMENTS:**

The warranty period begins on the day that the City Council approves and accepts the public improvements.

During the warranty period, the Private Developer is responsible for repair work on any of the public improvements. The City Engineering Division will periodically inspect the public improvements and will notify the Private Developer if repair work is required. The Private Developer is responsible for having the repair work done prior to the end of the warranty period. For City Contracted projects, the Contractor shall provide warranty repair work for the duration of the warranty as defined in the City of Gillette Standard Construction Specifications or as defined in the Contract Documents.

Supplementary Condition (SC) 13.07 of the City of Gillette Standard Construction Specifications may be referenced for further information regarding correction periods.

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