

STAGE 2 – CONCEPTUAL DESIGN REVIEW

When to submit Stage 2 Conceptual Design Review:

- Stage 2, a conceptual design review (30% plans), is similar to the engineering review that happens during subdivision developments, zoning compliance permits (ZCP), townhome exemption developments (TED), or boundary line readjustment (BLR) projects through the planning process. Therefore Stage 2 review is typically not required for these types of projects.
- Stage 2 is recommended for complex projects involving water and sewer main extensions, stormwater, or other surface infrastructure;
- Stage 2 is required if the City is being requested to provide modeling of the proposed utility infrastructure;

At this stage, submitted information and plans will provide City Reviewers project understanding, context, and intended outcomes, and how it meets current City strategic goals and plans. Major design features, constraints, alignments, profiles, external connections, pipe sizing, lane configurations, typical section, boulevard tree class and layout, and design alternatives are included. This is the first formal project review of the plans showing alignment and grade along with proposed infrastructure features. The design elements constitute the majority of the project footprint, including the mainline surfacing, horizontal and vertical alignments, and grading. Although Detail Sheets are not included in this stage, preliminary details for items that have significant impacts or control points as a result of design alignments may be included. Existing features and survey information are provided, with major drainages and labeled road approaches. Proposed culverts or approaches typically are not shown unless they serve as horizontal or vertical control points or have significant impacts associated with the proposed alignments. The submitted Conceptual Design Review should be approximately 30% design level for City Review.

All infrastructure (surface, water, sewer, stormwater) and boulevard trees with proposed locations must be submitted at same time, **in one submittal** (rather than staggered) to ensure a holistic, comprehensive review.

ACCEPTANCE or DENIAL of STAGE 2

Acceptance of Stage 2 and approval to proceed to Stage 3 will be provided via notification from the City's Accela system to the Developer's Representative.

Incomplete submittals will suspend the review process, will be returned for resubmittal, and will be placed at the back of the queue. If a resubmittal is required, an email will be provided to the Developer's Representative.

Proceed to Stage 3, Preliminary Construction Plan Review



CONCEPTUAL DESIGN REVIEW CHECKLIST STAGE 2

This checklist is a guide to meet *Missoula City Public Works Standards and Specifications Manual*, specific regulations (Titles 12 and 17 (Articles 3, 5, and 9)) and other minimum requirements that will enable City Staff to adequately review and approve submitted documents required for this stage. (This checklist is not all inclusive; other information may also be required.)

Project Name: _____

City PWI Project # (**MUST** be provided): _____

Developer's Representative Name/Contact Info: _____

Developer/Owner Name/Email/Contact Info: _____

Date Submitted: _____

Plans Submitted ("x" as applicable): _____ Surface _____ Sewer _____ Water _____ Storm _____

Other (specify) _____

STAGE NUMBER	STAGE PROCESS
1	Project/Development Initiation
2	Conceptual Design Review
3	Preliminary Construction Plan Review
4	Release for Construction (RFC) Plan Review
5	Utility Inspection and Testing
6	Final Inspection and Acceptance
7	Warranty Inspection Checklist



REQUIRED SUBMITTAL DOCUMENTATION

Do not leave boxes blank; ALL MUST BE EITHER CHECKED (X or ✓) or N/A as appropriate

All documents shall be submitted through the PWI record process using the Accela Citizen Portal with multiple bookmarked, page referenced pdf files, using the formatting and file-naming conventions described below. Any submittals that have not been properly organized will be returned for re-submittal. The following is a list of required documents for Stage 2:

- Completed and signed Stage 2 Checklist (this document)
- Conceptual Design Plans
- Traffic Study, as required, if not submitted previously through development review
- Correspondence from Montana Department of Transportation (MDT), when accessing state-controlled public right-of-way
- Other



DIGITAL/ELECTRONIC GIS FILE REQUIREMENTS

File Formats Include:

- Multiple bookmarked, page-referenced pdf files

AND One (1) copy of:

- Autodesk® AutoCAD™ *.DWG format
- Or ESRI® ArcMap™-compatible format file

File Naming Convention

File names should contain the prefix associated with the utility type followed by the suffix containing the city file number. **Utility Prefix + Project Number = Filename**

1. Lot / Parcel Layout / Easements and Streets: "*surface-city file number*"
2. Sanitary Sewer: "*ss-2020-036*"
3. Water Utilities: "*w-2020-036*"
4. Storm Drainage: "*sw-2020-036*" or "*sd-2020-036*"
5. Combined Overview: "*combined-2020-036*"

Coordinate System

AutoCAD® and ArcMapTM files shall be georeferenced and projected. Horizontal (X/Y):

- NAD 1983 (2011) State Plane Montana FIPS 2500 (Intl Feet)
 - Digital files are not required to be projected vertically. However, inverts and other vertical information conveyed must be reported using NAVD88 (ft.).
- Submission must use and note the geoid model used. Valid models for our areas include:
 - GEOID18
 - GEOID12A
 - GEOID12B
- Un-projected files or files with incorrectly applied projections will be rejected.
- Note: The City requires that digital data be submitted in state plane grid.

All submissions must be referenced to the National Spatial Reference System (NSRS) and comply with Montana Code Annotated, Title 70, Chapter 22, Part 2

APPLICANTS CERTIFICATION:

I have reviewed all information, and this submittal is true and accurate. To the best of my knowledge, all requirements of the Stage 2 Checklist have been satisfied.

Developer Representative's Signature

Date