

STAGE 2 – CONCEPTUAL DESIGN REVIEW

[Chapter 3 Link](#)

When to submit Stage 2 Conceptual Design review:

- In addition to submitting the formal Sufficient Subdivision Packet, submit the Stage 2 checklist to City Engineering;
- The subdivision is outside City limits and annexation may occur;
- Complex projects for water and sewer main extensions, stormwater, or other surface infrastructure;
- The City is being requested to provide modeling of the proposed utility infrastructure;
- No separate Stage 2 process required but a Stage 2 review will be completed when a [Zoning Compliance Permit \(ZCP\)](#) for a Townhome Exemption Development (TED) has been submitted to Development Services.

At this stage, submitted information and plans would 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.

For more complex or detailed projects (subdivisions, TEDs, condominium developments, etc.), 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 email to Developer's Representative, Developer and Planning Division staff.

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 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

BASE INFORMATION

REQUIRED INFORMATION FOR ENGINEERING REVIEW – Plat Documentation

- Subdivision Sufficiency Packet
- Completed and signed Stage 2 Checklist (this document)
- Preliminary Plat
- Transportation plan, as required (traffic study, street layout)
- Reports (geotech, stormwater, etc.)
- Review by Montana Department of Transportation (MDT), when accessing state-controlled public right-of-way
- Special Improvement District (SID) waiver(s) required (specific type, documentation on plat, etc.)
- Datum information
- Townhome Exemption Development (TED) minor/major
- Class and layout of Boulevard Trees
- Other

Comments

DEVELOPMENT / SUBDIVISION TYPE

- Rural: County, 2 or fewer dwelling units per acre
- Urban: City, more than 2 dwelling units per acre
- Major: more than 5 lots
- Minor: 5 or fewer lots
- PNC/PUD/Cluster Development
- Other

Comments

COVENANTS

- Homeowners Association (maintenance responsibilities)
- Townhome Declaration
- Roundabout landscaping maintenance
- Traffic-calming landscaping maintenance
- Street lighting maintenance
- Infrastructure maintenance
- Common area, private park, or open space maintenance
- Private road or short court maintenance
- Sidewalk or trail on a public access easement maintenance

DIGITAL/ELECTRONIC GIS FILE REQUIREMENTS

File Formats Include:

- One (1) bookmarked Adobe Acrobat®*.PDF format CD containing ALL RFC Plans
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”*

Deliverables

All digital files shall be compressed together in .zip or .rar format using the above naming convention.

Coordinate System

- Un-projected files or files with incorrectly applied projections will be rejected.
- Note: The City only requires that digital data be submitted in state plane grid. It is unnecessary to submit at ground.
- All submissions must be referenced to the National Spatial Reference System (NSRS) and comply with Montana Code Annotated, Title 70, Chapter 22, Part 2. For local control points tied to the NSRS, contact the Missoula County Surveyors Office.

SURFACE INFRASTRUCTURE

TOPOGRAPHY / GEOTECHNICAL – Hillside / Site Grading

- Floodplain
- Wetland/riparian zone(s)
- Rock/outcrop issues
- Adjacent property topography (grade match)
- Slope delineation (<5%, 5.01-10%, 10.01-20%, 20.01-25%, >25.01 %)
- Grading plan (existing/proposed, pre-graded lots, cuts/fills, access issues)
- Cut and fills (ROW work must be located within ROW) or easements
- Disturbed slopes designed at 2:1 (50%) or less
- Ground water issues
- Slope stability/hazards (unstable slopes, etc.)
- Retaining walls
- Weed control/topsoil/re-vegetation plan
- Existing surface drainage
- Other

Comments

RIGHTS-OF-WAY – Base Criteria

- Access to public and/or state right-of-way
- Controlled access
- Conformance to Regulations
- Widths (as per City Standards Manual)
- Lengths (as per Standards Manual diameter of cul-de-sac, etc.)
- Alleys (existence, radiuses, access points, drainage, garbage access)
- Other

Comments

BLOCKS

- Conformance to City Subdivision Regulations, Article 3
- Length maximum uninterrupted block(s)
- Configuration: appropriate access to all lots. See also Driveways, Access/Approaches
- Common area(s): access, maintenance agreements, etc.
- Other

Comments

LOTS

- _____ Configuration: buildable area, slope, pre-grading
- _____ Access: slope, distance from intersections, no access designation
- _____ Sight obstruction & visibility triangles: NO structures permitted in visibility triangle
- _____ Other _____

Comments

EASEMENTS

No permanent structures are allowed within easements

- _____ Existing easement(s)
- _____ Proposed easement(s)
 - _____ Public/Private utility easement(s) (location, width – includes: overhead and/or buried sanitary sewer, stormwater, water, electric, natural/propane/high-pressure gas, petroleum, telephone, cable, and other utilities)
 - ➔ Main(s) 20 feet minimum easement width
 - ➔ Service(s) 15 feet minimum easement width
 - _____ Public/Private common service easement (for stub-outs)
 - _____ Public/Private drainage easement(s) (collection, retention, and detention ponds)
 - _____ Public/Private foundation drainage easement(s) (width, location)
 - _____ Public/Private access easement(s) (width, location)
 - _____ Public/Private NO access easement(s) (width, location)
 - _____ Public/Private non-motorized access easement(s) (width, location [trails])
 - _____ Construction easement(s) (width, location)
 - _____ Maintenance easement(s) (width, location)
 - _____ Irrigation/ditch easement(s) (width, location)
 - _____ Conservation easement(s) (width, location)
 - _____ Off-site adjacent properties easement(s) (width, location)
 - _____ Other _____
 - _____ Other _____
 - _____ Other _____
- _____ Other _____

Comments

STREETS & ALLEYS – Paving (including Private Roads, Short Courts, and Cul-de-sacs)

- _____ Public street/roadway – (refer to City Standards Manual)
- _____ Private street/roadway/drive – (refer to City Standards Manual)
- _____ Public/Private street/roadway names
- _____ Cul-de-sac (length, turn-around) – 600 feet maximum

- _____ Short court (length, number of units served) – 200 feet maximum
- _____ Overflow parking (length, width, number of spaces)
- _____ Street/roadway/driveway layout/design cross-section – private/public and short courts
- _____ Grades (preliminary grading plan, profiles, include vertical curve data, intersection grading is ADA compliant)
- _____ Cuts and fills: include topsoil and re-vegetation
- _____ Maintenance agreements for private street/roadway/drive, short courts,
- _____ Bridges/culverts
- _____ Temporary turn-around, required at phase break(s)
- _____ Conceptual Boulevard Landscaping Plan
- _____ Other

Comments

TRAFFIC MANAGEMENT (must fully conform to MUTCD, FHWA, and MDT)

Must satisfy all requirements for location, design criteria, minimum radii, landscaping and irrigation, signing and striping, pedestrian facilities, and maintenance agreements

- _____ Round-a-bout(s): location, design, functional; ADA compliance
- _____ Traffic circle(s): location, design, functional; ADA compliance
- _____ Bulb-out(s): location, design, functional; ADA compliance
- _____ Mid-block pedestrian crossing(s): location, design, functional; ADA compliance
- _____ Chicane(s): location, design, functional compliance
- _____ Medians/island(s): location, design, functional compliance
- _____ Raised crosswalk(s): location, design, functional; ADA compliance
- _____ Speed table(s): location, design, functional; ADA compliance
- _____ Other

Comments

CURBING

- _____ Location
- _____ Curb type: “A”, “B”, “K” – cove, “L”, standard drawings
- _____ Access points and curb cut(s): location, width, type—commercial/residential
- _____ Controlled access: right-in/right-out, “pork-chop” islands, etc.
- _____ ADA compliance: location, width, ramps/grades, landings, cross-slope, etc.
- _____ Mail stop pullout, bus pullout, over-flow parking, etc.
- _____ Other

Comments

DRIVEWAYS – Access and Approaches

Refer to City Standards Manual

- _____ Location (multiple/shared, public/private street/road/drive/alley, etc.)
- _____ Distance from intersection; minimum distance from intersection or crosswalk
- _____ Width of approach(es), curb cut, must be constructed perpendicular (90° degrees) to the adjacent street
- _____ Grades; eight (8%) percent maximum
- _____ Other

Comments

PEDESTRIAN ACCESS – Non-Motorized Facilities; Sidewalks, Trails, Bicycles

- _____ Sidewalk design
 - _____ Location: both/one side(s) of street, other/additional location(s)
 - _____ Width, cross-section, material, etc. – standard drawings
 - _____ Sidewalk and boulevard width pre-approved construction plans
 - _____ Construction cross-section specifications and design (concrete sidewalk thickness, base thickness, jointing, mix design, testing, type and location of pedestrian facilities/sidewalks)
 - _____ Backfilling boulevard and adjacent to sidewalk
- _____ ADA compliance: location, width, ramps/grades, landings, cross-slope, detectible warning/truncated domes, etc.
- _____ Trail (width, location)
- _____ Connections: between on-site pedestrian facilities, parks, common area(s), with adjacent property(ies) / subdivision(s), etc.
- _____ Street-crossing (mid-block, bulb-out, etc.)
- _____ Bike lanes (width, location)
- _____ Bridges, non-motorized access: pedestrians, bicycles, trails, etc.
- _____ Other

Comments

PARKING – Overflow

- _____ Location: distance from intersections, access, type; parallel, head in/back in, angled: 90°, 60°, 45°
- _____ Dimensions: length, width
- _____ Grading and drainage
- _____ Parking Signage
- _____ Pedestrian access: connection to sidewalks, trails, etc.
- _____ ADA compliance: width, ramps, grades, landings, cross-slope, etc.
- _____ Other

Comments

BUS STOPS (May require Mountain Line Approval)

- _____ Location: distance from intersections, signing, configuration, standard drawings
- _____ Pedestrian access: connection to sidewalk, trails, etc.
- _____ ADA compliance: width, ramps, grades, landings, cross-slope, etc.
- _____ Other

Comments

CLUSTER MAILBOX FACILITIES (U.S.P.S. Postmaster approval required)

- _____ Location
- _____ Mail stop pullout
- _____ Pedestrian Access: connection to sidewalk, trails, etc.
- _____ ADA compliance: width, ramps/grades, landings, cross-slope, etc.
- _____ Documented Post Office concurrence with location/design, letter of approval
- _____ Other

Comments

STREETLIGHTS

- _____ Location, minimum: intersections, pedestrian crossings, mid-block pedestrian crossings, etc. (refer to City Standards Manual for minimum standards and when required)
- _____ Maintenance agreement; covenants
- _____ Compliance with Missoula Outdoor Lighting Ordinance – MMC 8.64
- _____ Other

Comments

SURFACE DRAINAGE

- _____ Natural drainage: existing both on-site and adjacent off-site
- _____ Storm drainage: calculations, location on-site/off-site, collection/retention/detention, and source areas (See also “STORMWATER” section below in “UTILITY INFRASTRUCTURE” review)
- _____ Surface drainage – existing/proposed; calculations, cross-sections, overflow, crossings: culvert/bridge sizing, vegetation, etc.
- _____ Surface drainage – individual lots
 - _____ Swales: between lots and through development/subdivision
 - _____ Covenants
 - _____ Building permit conditions/requirements
 - _____ Other
- _____ Foundation drains (separate collection system for foundation drains on hillside development)
- _____ Maintenance: public/private, homeowner’s association, agreement(s)
- _____ Structures: inlets, sumps, manholes; location, design, capacity, etc.
- _____ Other

Comments

UTILITY INFRASTRUCTURE

SANITARY SEWER

- _____ Type (Gravity, S.T.E.P., Force, Dry lay)
- _____ County review for additional county rules and regulations
- _____ Conformance to City, County, and State specifications and requirements; thrust restraint on mains over 20% grade, ownership, etc.
- _____ Structures: location, access,
- _____ Manholes: location, access, type
- _____ Gravity mains: location, sizing, profile, separation, specifications, calculations, etc.
- _____ Lift stations: location, sizing, access both to site and internal, security, specifications, etc.
- _____ Force mains: location, sizing, profile, ports, valves, etc.
- _____ S.T.E.P. systems and appurtenances designed and engineered for commercial use
- _____ S.T.E.P. mains: location, sizing, profiles, ports, valves, etc.
- _____ S.T.E.P. Tanks and appurtenances: residential, commercial, and community
- _____ Floodplain requirements
- _____ Shallow groundwater requirements
- _____ Stub-outs: location, property marked
- _____ Specifications: pipe type(s), sizing, bedding, gradations, marking, and compaction

- Number and location (by lot) of stub-outs for auditing and permitting purposes
- Other

Comments

STORMWATER

- Type (Gravity, S.T.E.P., Force, Dry lay)
- Conformance with current City, EPA, and state (MT DEQ) rules, regulations, and practices
- Mains: location, sizing, profile, separation, specifications, calculations, etc.
- Appurtenances: manholes, inlets, grates, outfalls, diffusers, beehives, etc.
- Access: appurtenances, collection/retention/detention systems, etc.
- Shallow groundwater requirements
- Other

Comments

WATER (includes City Fire Department review)

- Conformance with current state (MT DEQ) rules, regulations, and practices
- Mains: size, location, valves, separation, etc.
- Stub-outs: location, property marked
- Fire protection: mains to structures—commercial, industrial, and residential
- Hydrants: location within 500 feet, clear zone, charged, verified, and approved by Fire Department
- Other

Comments

PRIVATE UTILITIES

- Two copies of the Master Utility Plan: comprehensive—all sources, below, at, and above grade
- Gas – Mains: location, placement of related appurtenances (valves, etc.)
- Electric – Mains and Primaries: location, placement of related appurtenances (switches, transformers, etc.), traffic control lights, rail control lights, streetlights, etc.
- Communications: telephone, television, etc.
- Mains and primaries: placement of related appurtenances (pedestals, junction boxes, etc.)
- Other

Comments



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