

## STAGE 3 – PRELIMINARY CONSTRUCTION PLAN REVIEW SUMMARY

The Preliminary Construction Plan Review encompasses the submittal and review of utility, street, grading, drainage, stormwater, and erosion control plans and specifications. The plans and specifications are subject to redlined comments and requested revisions to the submitted plans. Failure to address all redlined comments could require the plans to be resubmitted, which results in longer review turnaround time. Lack of project number or correct project name can delay processing. All underground infrastructure (water, sewer, stormwater) must be submitted at same time, **in one submittal** (rather than staggered) to ensure a holistic comprehensive review. Common components of preliminary design include the following:

- Boulevard and landscaping plan
- Geotechnical
- Grading, drainage, and erosion control
- Horizontal and vertical alignment
- Lighting plan
- Non-motorized plan (bike and pedestrian, bike parking)
- Preliminary plat
- Right-of-way
- Signing and pavement markings
- Stormwater Drainage Report
- Traffic operations (Traffic plan)
- Utility plan

City Council approves subdivisions with conditions, zoning compliance permit with conditions, and annexations with conditions. As such, if a project is a subdivision or TED development, plans will be in conformance with these conditions and any preliminary plat infrastructure elements. All lots must have an address assigned by GIS and include lot lines and block numbers prior to Stage 4 approval.

All plans must identify **all existing and proposed, public and private easements**. Book, Page Number, or Plat COS must be identified for any existing recorded easement(s).

The Stage 3 packet will be internally distributed to applicable City staff for review. This submittal represents a 90% complete design package and shall include all plan sheets that will be included in Stage 4 submittal. The City's review and subsequent redlines will result in an approved Stage 3 plan set, which will shorten the Stage 4 Release for Construction review. If Stage 3 is **approved**:

1. Redlines will be returned to the developer's representative,
2. Preliminary Construction Approval Notice will be sent under separate cover,
3. If requested, Sewer and/or Water Capacity Letter will be sent under separate cover, and
4. Project may proceed to Stage 4, Release for Construction



## PRELIMINARY CONSTRUCTION PLAN REVIEW CHECKLIST STAGE 3

**This checklist is a guide to meet Missoula City Public Works Standard Specifications Manual, specific regulations Titles 12 & 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 and version (year) of Manual: \_\_\_\_\_

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

Other (specify) \_\_\_\_\_

Applicants are encouraged to review the City of Missoula website for the current version of the City of Missoula Public Works Standards & Specifications Manual. All submitted construction drawings shall include and/or reference the current version of this manual. This manual may be revised at the discretion of City Engineering, usually during the latter part of a calendar year as part of an annual PW&M Manual update.

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 & Testing
6	Final Inspection & Acceptance
7	Warranty Inspection



## 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 3:

- Completed Stage 3 Checklist signed by developer's representative (this document)
- Preliminary Construction Plans; if applicable, submit the following particular plans:
  - Boulevard Landscaping Plan – Location, Class, and Species of Trees
  - Lighting Plan
  - Signing/Striping Plan
  - Non-Motorized Plan (Bike/Pedestrian, Bike Parking)
  - Overall utility plan that includes water, sewer, storm, and dry utilities (gas, power, fiber-optic, telephone, etc), showing both mains and services, all on the same plan.
- Draft Specifications
- Utility Design Reports– Water and sewer mains must be accompanied by a design report that complies with the requirements in Chapter 4 and 5 of the Missoula City Public Works Standards and Specifications Manual.
- Letter from Fire Marshall approving hydrant locations and stating fire flow requirements.
- Draft MT DEQ Deviation Requests, as necessary
- Stormwater Site Evaluation Form – Projects classified as Medium and High Priority shall submit a stormwater drainage report that complies with the requirements in Chapter 6 of the Missoula City Public Works Standards and Specifications Manual
- Erosion Control Site Plan per the City's Erosion Control Site Plan Review Checklist
- City/County approved conditions (for subdivision, townhome exemption development, zoning compliance permit, annexation type projects)
- Preliminary Plat for addressing purposes (for subdivision, TED, condo/apartment developments)
- USRC approval application – **REQUIRED** if project is in County and is proposing to connect to City water or sewer mains..
- Other, list \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



## **DIGITAL / ELECTRONIC GIS FILE REQUIREMENTS**

### **File Formats Include:**

- Multiple bookmarked, page-referenced pdf files

### **AND One (1) copy of:**

- ESRI® ArcMap™-Shapefile

### **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**

ArcMap™ files shall be georeferenced and projected.

#### **Horizontal (X/Y):**

- NAD 1983 (2011) State Plane Montana FIPS 2500 (Intl Feet) WKID Code: 6515
- Otherwise commonly referred to NSRS2011 Montana State Plane, EPSG Code: 6515

#### **Vertical (Z):**

- Digital files are not required to be projected vertically. However, inverts and other vertical information conveyed must be reported using NAVD88 (ft.).
- 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.

### **Accuracy Requirements**

Please note that in Stage 6 accuracy requirements will be as follows:

- Submission must be accurate to 1/10th of a foot. These items include all utilities and property corners within the project area or effected in the project.
- 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.
- If derived from GNSS measurements, the submission must use and note the geoid model used. Valid models for our areas include:
  - GEOID18
  - GEOID12A
  - GEOID12B



**APPLICANTS CERTIFICATION:**

I have reviewed all information and this submittal is true and accurate. To the best of my knowledge, all requirements as specified in Title 17, Articles 3, 5 and 9 of Subdivision Regulations have been satisfied.

---

Developer Representative's Signature

Date