

Stage 4 requires submittal and review of final construction improvement documents, stamped by a Professional Engineer. Submittals that do not fully address Stage 3 City review comments will be deemed insufficient and rejected and will be required to resubmit. Sufficient plans will receive a City of Missoula Released for Construction (RFC) stamp and signature on the cover page and stamp on all other plan sheets. Public infrastructure improvements shall be constructed in accordance with the Released for Construction Plans and City Standards and Specifications. Any changes to RFC approved plans and specifications must be approved by the City prior to being constructed. Substantial changes to the plans and/or specifications, such as major alignment changes or new infrastructure design, may require construction to halt while the City reviews and approves a Stage 4 resubmittal. City Engineering shall determine if a proposed change requires a Stage 4 resubmittal.

### **Prior to Stage 4 Construction Permit Issuance:**

1. The cover sheet of each plan set must be stamped by a Professional/Licensed Engineer (Engineer of Record), signed and dated. Each of these cover sheets must also be stamped "Released for Construction" and signed by the City of Missoula. Other plan sheets must be stamped "Released for Construction" by the City of Missoula. The developer's/owner's representative shall not stamp "Released for Construction" on any of the plan sheets.
2. A DEQ approval letter and any approved deviation request shall be submitted as part of Stage 4 packet.
3. If a project, subdivision, or TED is outside the City Limits, an email or letter from Missoula County Public Works must be included in the submittal packet that approves the plans and whether or not a County excavation permit is required within the ROW easement or public utility easement. Note: A City of Missoula excavation permit is always required for excavations installing City-owned utilities or private utility lines connecting to City-owned utilities, even if the excavation location is outside the City Limits.
4. A final plat or amended plat must be submitted with or without a security.
5. Any and all applicable public easements shall be finalized (signed/notarized) and delivered to the City prior to release of any construction permits.
6. [Quantities Sheet](#) must be submitted in required format.

### **Prior to Building Permit Issuance:**

1. A final plat or amended plat must be submitted with or without an Improvements Agreement and security.
2. Any and all applicable public easements shall be finalized (signed/notarized) and delivered to the City prior to release of any construction permits, unless these easements are already included on the final plat or amended plat.
3. If any of the required public infrastructure has not been constructed by the contractor and accepted by the City of Missoula, then the following items are required prior to recording the final or amended plat:
  - a. An [Estimate of Probable Cost](#) for unconstructed and unaccepted public infrastructure shall be submitted to the City for review and approval, and
  - b. An email request for an Improvements Agreement (or amendment for extending or reducing an existing Improvements Agreement). The Agreement will be issued by the City to Developer's Representative (Engineer of Record) for client's signature, date, and notarization.
  - c. A security (Letter of Credit, Cashier's Check, Bond, Certificate of Deposit) tenure of one year, or less if agreeable by the City, must be approved by the City.

4. If portions of the public infrastructure are deemed substantially complete by the assigned City Engineer for Development, then the existing Improvements Agreement and security shall be amended and revised. An email request to revise the existing security for an Improvements Agreement shall be submitted to the Engineering Coordinator with an amended Estimate of Probable Cost (EPC) of outstanding improvements before the maturity of the existing Improvements Agreement and security expires.
  - a. Substantially complete is defined as installed, passing tests, and backfilled (if required). A maximum 90% of the total item cost can be deducted from the original EPC. A retainage of 10% will be held until the infrastructure is accepted by the City.
5. Adequate water for fire suppression is required before permits for combustible construction can be issued.
6. Prior to the start of construction, the City shall be invited to a preconstruction meeting. The date, time, and location of the meeting shall be given to the City Project Lead no less than one-week prior to the meeting. At a minimum, the contractor's project manager, competent person and developer's representative shall attend this meeting. The developer's representative shall run the meeting using the City pre-construction meeting agenda in Appendix 2-E of Chapter 2 of the Public Works Standard & Specifications Manual. Comprehensive pre-construction meeting notes shall be submitted with the Stage 5 checklist.

**Proceed to Stage 5, Inspection and Testing**



## STAGE 4 - RELEASED FOR CONSTRUCTION (RFC) PLAN REVIEW CHECKLIST

**This checklist is to a guide to meet *Missoula City Public Work Standards and Specifications Manual*, specific regulations (Title 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 Project # (**MUST** be provided): \_\_\_\_\_

Developer's Representative Name/Contact Info: \_\_\_\_\_

Developers/Owner Name/Contact Info: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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

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

**Stage 4 Released for Construction plan sets** must correct and/or address all stage 3 redlines or comments. Refusal to do so may result in multiple resubmittals. All applicable draft easements are reviewed and approved by the City. The grantor needs to sign/have notarized and return applicable easements to the City. Easements will be held until it is verified that the improvements are located within easement(s). Final easement(s) are required for filing purposes with the Clerk and Recorder.

All submitted construction drawings shall include and reference the current version or latest revision of any and all applicable City of Missoula Standard Drawings. Prior to submittal, review the City of Missoula website for current version of standard drawings.

[Standard Drawings](#) may be revised at the discretion of City Engineering, usually during the latter part of a calendar year.

STAGE NUMBER	STAGE PROCESS
1	Project/Development/Initiation
2	Conceptual Design Review
3	Preliminary Construction Plan Review
4	Released for Construction (RFC) Plan Review
5	Inspection and Testing
6	Final Inspection and 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 as a single bookmarked pdf, using the formatting and file-naming*

## STAGE 4 - RELEASED FOR CONSTRUCTION PLAN REVIEW

*conventions described below. Any submittals that have not been properly organized will be returned for resubmittal.*

### Stage 4

- \_\_\_\_\_ Completed Stage 4 Checklist signed by developer's representative (this document)
- \_\_\_\_\_ COMPLETE SET .pdf of Released for Construction (RFC) Plans. Include utility service location information on all plans, in RFC plan submittal(s) (e.g., water, sewer, stormwater, and dry utilities such as gas, power, telephone, fiber optic cable, etc.)  
Include the overall dry utility plan, if revised from what was submitted with Stage 3 (e.g., gas, power, telephone, fiber optic cable, etc.) This information shall also be shown on all infrastructure plans
- \_\_\_\_\_ A written document providing detailed correspondence as to how the Engineer of Record addressed the redlined comments or why the redlined comment was not addressed
- \_\_\_\_\_ Engineer's Estimate of Probable Cost – for all project construction of public infrastructure ([Use this format](#))
- \_\_\_\_\_ Quantities List – for quantities include sewer or water main lineal footage, number of stubs, and location of stubs (Address or Lot # Required ([Use this form](#)))
- \_\_\_\_\_ Developer representative's letter and submittal documents to DEQ, as applicable
- \_\_\_\_\_ MT DEQ Water and/or Sanitary Sewer Approval letter(s) is (are) required before Stage 4 approval can be granted (development and water and/or sewer project).
- \_\_\_\_\_ MT DEQ letter approving any and all deviation requests.
- \_\_\_\_\_ Final Specifications
- \_\_\_\_\_ Final Reports (if not submitted in Stage 3)
  - \_\_\_\_\_ Final Stormwater Drainage Report as required by Chapter 6 of the Missoula Public Works Standards and Specifications Manual
  - \_\_\_\_\_ For projects with dry wells – Copy of Class V Underground Injection Well Inventory submitted to EPA Region 8
- \_\_\_\_\_ Any and all public easements necessary prior to construction
- \_\_\_\_\_ Developer's choice for subdivision project/development – as [per flow chart](#) named “123 Subdivision/TED Completion Guide”
  - \_\_\_\_\_ 1) – Scenario 1
  - \_\_\_\_\_ 2) – Scenario 2
  - \_\_\_\_\_ 3) – Scenario 3

## DIGITAL / ELECTRONIC GIS REQUIREMENTS

1. Lot / Parcel Layout / Easements and Streets
2. Sanitary Sewer Construction Plan
3. Water Utilities Construction Plan
4. Storm Drainage Construction Plan
5. Combined Overview

### 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 Names:

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 city project file number followed by the stage number (ex., 2020-036\_Stage4) and uploaded to: <https://tinyurl.com/mslastageprocess>

### Coordinate System

AutoCAD® and 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 **1/10<sup>th</sup> 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

**1) Lot / Parcel Layout / Easements and Streets**

- Lot / Parcel Lines
- Lot Numbers
- Street Centerlines (New & Existing)
- Street Names (New & Existing)
- Sidewalks
- Curbs
- All easements related to the project, new and existing.

**2) Sanitary Sewer Utilities**

- Sanitary Sewer Utilities (New and existing)
- Lot lines;
- Lot numbers;
- Street names on new and existing streets;
- All utility easements related to the project, new and existing.

**3) Water Utilities**

- Water Utilities (New and existing)
- Lot lines;
- Lot numbers;
- Street names on new and existing streets;
- All utility easements related to the project, new and existing.

**4) Stormwater Utilities**

- Stormwater Utilities (New and existing)
- Lot lines;
- Lot numbers;
- Street names on new and existing streets;
- All utility easements related to the project, new and existing.

**5) Project Overview**

- Sanitary Sewer
- Water Utilities
- Stormwater Utilities
- Lot / Parcel Lines
- Lot Numbers
- Street Centerlines (New & Existing)
- Street Names (New & Existing)
- Sidewalks
- Curbs
- All easements related to the project, new and existing.

# SURFACE INFRASTRUCTURE

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

\_\_\_\_\_ Topography/Geotechnical – Hillside/Site Grading average developed area slope 5% or more

\_\_\_\_\_ Blocks

\_\_\_\_\_ Lots

\_\_\_\_\_ Easements, Agreements for Maintenance, HOA, Private Roads, etc.

\_\_\_\_\_ Streets & Alleys – Paving (including Private Roads, Short Courts, Cul-de-sacs)

\_\_\_\_\_ Traffic Management (must fully conform to MUTCD, FHWA, MDOT, and UVC)

\_\_\_\_\_ Traffic Signals – Traffic Control Devices

\_\_\_\_\_ Curbing

\_\_\_\_\_ Signing & Striping (must fully conform to MUTCD, FHWA, MDOT, UVC)

\_\_\_\_\_ Driveways – Access/Approaches

\_\_\_\_\_ Pedestrian Access – Non-Motorized Circulation: Sidewalks, Trails, Bicycles

\_\_\_\_\_ Parking – Overflow

\_\_\_\_\_ Boulevards & Landscaping

\_\_\_\_\_ Bus Stops

\_\_\_\_\_ Cluster Mail Box Facilities (U.S.P.S Postmaster approval required)

\_\_\_\_\_ Street Lights

\_\_\_\_\_ Surface Drainage

\_\_\_\_\_ Erosion Control (must fully conform to US EPA and MT DEQ)

\_\_\_\_\_ Curbing

\_\_\_\_\_ OTHER (identify)

Comments

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# UTILITY INFRASTRUCTURE

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

\_\_\_\_\_ **WATER** (reviewed by Missoula Water and City Fire Department)

Comments:

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\_\_\_\_\_ **SANITARY SEWER**

Comments:

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\_\_\_\_\_ **STORMWATER**

Comments:

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\_\_\_\_\_ **UTILITIES**

Comments:

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## **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 Titles 12 & 17, Articles 3, 5 and 9 and other minimum requirements have been satisfied.

\_\_\_\_\_  
Developer Representative's Signature

\_\_\_\_\_  
Date