

City of Missoula
Department of Public Works & Mobility – Infrastructure & Mobility Engineering Division
A Roadmap to the Public Infrastructure Review Stage Process

| Stage 1 | Stage 2 | Stage 3 | Stage 4 | Stage 5 | Stage 6 | Stage 7 |
|---|---|--|---|--|---|--|
| Project Development/ Initiation | Conceptual Design Review | Preliminary Construction Plan Review | Release for Construction (RFC) Plan Review | Testing | Final Inspection and Acceptance | Warranty Inspection |
| <p>General Notes:</p> <ul style="list-style-type: none"> Stage 1 identifies the scope, concept, relevant planning documents, policies, and regulations supporting the proposed project. All Public Infrastructure Projects start with Stage 1, which includes requests for an Intent to Serve Letter. | <p>General Notes:</p> <ul style="list-style-type: none"> Stage 2 identifies the major design features and constraints, alignments, profiles, external connections, pipe sizing, lane configurations, typical sections, boulevard tree types, and design alternatives, as applicable. For subdivision projects, Stage 2 review is concurrent with Subdivision Sufficiency Review Stage 2 is optional for all other projects. | <p>General Notes:</p> <ul style="list-style-type: none"> Stage 3 provides review and approval of the preliminary construction improvements documents, including water and sewer approval letters for DEQ | <p>General Notes:</p> <ul style="list-style-type: none"> Stage 4 provides review of final construction documents, and results in a Released for Construction (RFC) stamp necessary to pull permits. | <p>General Notes:</p> <ul style="list-style-type: none"> Stage 5 includes inspections, (underground) testing, and final walk-thru. All tests must have passed before Stage 5 is approved. | <p>General Notes:</p> <ul style="list-style-type: none"> Stage 6 includes final site inspection and submission of construction close-out documents. Warranty period begins from date of final acceptance. Partial acceptance may be requested for utility infrastructure at this stage. | <p>General Notes:</p> <ul style="list-style-type: none"> Stage 7 includes the warranty inspection and any necessary corrective action. Warranty period is two years |
| <p>Pre-requisites:</p> <ul style="list-style-type: none"> Either the land is zoned and annexed, or USRC has reviewed and approved. | <p>Pre-requisites:</p> <ul style="list-style-type: none"> Complete Stage 1 | <p>Pre-requisites:</p> <ul style="list-style-type: none"> Complete Stage 1 Complete Stage 2 if required | <p>Pre-requisites:</p> <ul style="list-style-type: none"> Complete Stage 3, addressing City redline comments | <p>Pre-requisites:</p> <ul style="list-style-type: none"> Project is substantially complete All test results are passing | <p>Pre-requisites:</p> <ul style="list-style-type: none"> Final punch list complete | <p>Pre-requisites:</p> <ul style="list-style-type: none"> Engineer and utility have performed warranty inspection (90 days prior to warranty expiration) Address any known deficiencies |
| <p>Intake:</p> <ul style="list-style-type: none"> Submit Project Intake Form on Acela Citizen Portal, Subdivision Application, or Subdivision Exemption Affidavit, as applicable, to Engineering Project Coordinator (EPC) | <p>Intake</p> <ul style="list-style-type: none"> Confer with City Project Lead to determine if Stage 2 is required; Submit via Acela Citizen Portal if stage 2 submittal is required | <p>Intake:</p> <ul style="list-style-type: none"> Submit via Acela Citizen Portal | <p>Intake:</p> <ul style="list-style-type: none"> Submit via Acela Citizen Portal | <p>Intake:</p> <ul style="list-style-type: none"> Submit via Acela Citizen Portal | <p>Intake:</p> <ul style="list-style-type: none"> Submit via Acela Citizen Portal | <p>Intake:</p> <ul style="list-style-type: none"> Submit via Acela Citizen Portal |
| <p>Submittal Requirements:</p> <ul style="list-style-type: none"> Submit brief description, scope, and concept Requested actions: <ul style="list-style-type: none"> Intent to Serve Letter | <p>Submittal Requirements:</p> <ul style="list-style-type: none"> Submit Stage 2 checklist 30% plans Sub. 1st sufficiency | <p>Submittal Requirements:</p> <ul style="list-style-type: none"> Submit Stage 3 checklist 90% plans Draft DEQ Deviation Requests (if required) Storm Water Report and Geotech Report (if required) | <p>Submittal Requirements:</p> <ul style="list-style-type: none"> Submit Stage 4 checklist 100% plans & specs DEQ Approval Letter Letter of Credit if required | <p>Submittal Requirements:</p> <ul style="list-style-type: none"> Submit test results and draft as-builts in accordance with Stage 5 checklist Submit DEQ Certification Letter for Water | <p>Submittal Requirements:</p> <ul style="list-style-type: none"> Submit items on Stage 6 checklist, including punchlist and project documentation Submit warranty and maintenance bond (if required) Submit recorded easement(s), if required | <p>Submittal Requirements:</p> <ul style="list-style-type: none"> Submit Stage 7 checklist |
| <p>City Actions:</p> <ul style="list-style-type: none"> Submittal processed via Acela Citizen Portal Assign lead and review team Review policy/plan/regulations Determine if Stage 2 review is required Write intent to serve letter (only needed for subdivision projects) Formalize project lead | <p>City Actions:</p> <ul style="list-style-type: none"> Submittal processed via Acela Citizen Portal, as determined by City Project Lead Conduct alignment meeting For subdivision projects, provide sufficiency comments Sign Municipal Facilities Exclusion (MFE) | <p>City Actions:</p> <ul style="list-style-type: none"> Issue DEQ Capacity Letter and Stage 3 Approval Letter | <p>City Actions:</p> <ul style="list-style-type: none"> Return As Builts to EOR via Acela Portal Stamps cover sheet of plans with City RFC approval stamp | <p>City Actions:</p> <ul style="list-style-type: none"> Verify test results are passing Schedule and attend final walk-thru Prepare punch list Write Stage 5 approval email | <p>City Actions:</p> <ul style="list-style-type: none"> Verify outstanding punchlist items have been addressed Review project documentation Receive maintenance bond, if required Issue final acceptance letter Allow stub-to-building permits for water and sewer | <p>City Actions:</p> <ul style="list-style-type: none"> Issue final project closeout letter |