

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