



STAGE 4– RELEASED for CONSTRUCTION (RFC) PLAN REVIEW SUMMARY

Stage 4 requires submittal and review of final construction improvement documents. Sufficient plans will receive a City of Missoula Released for Construction (RFC) stamp and signature on the cover page and a “Released for Construction” 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. 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 design change requires a Stage 4 resubmittal.

Submittals that do not fully address Stage 3 City review comments will be deemed insufficient and rejected and will be required to resubmit. If a resubmittal is required, all redlines must either be corrected or include a written response as to justification of excluded redline comment. Lack of project number or correct project name can delay processing.

GENERAL REMINDERS

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. 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.

Prior to Building Permit Issuance:

1. A final plat or amended plat must be recorded with or without an Improvements Agreement and security.
2. Any and all applicable public easements shall be drafted and delivered to the City with approval prior to release of any building 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. Adequate water for fire suppression is required before permits for combustible construction can be issued.

Prior to the Start of Construction:

1. 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.



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, so other information may also be required.)

Project Name: _____

City PWI Project # (MUST be provided): _____

Developer's Representative Name/Contact Info: _____

Developers/Owner Name/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	Released for Construction (RFC) Plan Review
5	Utility 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 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 4:

- Completed Stage 4 Checklist signed by developer's representative (this document)
- 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 from Stage 3 or why particular redlined comments were not addressed.
- Engineer's Estimate of Probable Cost – required only if project requests an Improvement Agreement ([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.
- Draft final plat, amended plat, declaration of townhome, certificate of survey, or other instrument creating or modifying lots, parcels, or ownership units(if applicable))
- Draft public easements if not already shown on the draft final plat
- Final Specifications
- Final Utility Design 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
 - 1) Scenario
 - 2) Scenario 2
 - 3) Scenario 3
- Other, list: _____



DIGITAL / ELECTRONIC GIS REQUIREMENTS

File Formats Include:

- Multiple bookmarked, page-referenced pdf files

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

1) Lot / Parcel Layout / Easements and Streets

- Lot / Parcel Lines
- Lot Numbers
- Street Centerlines (New & Existing)
- Street Names (New & Existing)
- 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.

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