



ADMINISTRATIVE REGULATION

DATE APPROVED:

AR: 8.04

September 17, 2018

SUBJECT:

DEPARTMENT:

Development Plan Review and Inspection Process

Planning & Community Development

PURPOSE: The purpose of this administrative regulation is to set forth guidelines for the implementation of the Development Plan Review and Inspection process described in section 7-20 of the Land Development Code. All new subdivision developments in which infrastructure will be constructed by a private developer and dedicated to the County for maintenance will be required to adhere to the processes and procedures contained herein.

PROCEDURES: Following the approval of a preliminary plat for a new subdivision, the developer must submit to the Planning and Community Development Department (the “Department”) all plans for construction of roads, utilities and all other infrastructure, facilities, and improvements (“Development Plans”) as required by County Code and Comprehensive Plan, along with the review fee set by resolution of the Board of County Commissioners (the “Board”).

Proposed Development Plans shall be submitted in triplicate and digital format to the Department. Digital formats must be submitted on a CD in CADD or GIS. All development plans will then be forwarded to the Road and Bridge Director, Utility Director and the County’s Review Consultant for review. The Developer will be notified by the Department in writing of any deficiencies. One (1) follow-up review shall be conducted by the County to verify all such deficiencies have been corrected. If deficiencies remain, subsequent reviews of the Development Plans shall be subject to a fee set by resolution of the Board and shall be submitted to the Department prior to the developer receiving a Development Permit Application (DPA) for the commencement of construction.

Following a determination of consistency with all applicable Code requirements, the Road and Bridge Director, Utility Director and County Review Consultant shall certify that the approval of the Development Plans may be issued by the Planning and Community Development Director. Prior to the commencement of any construction activities, the developer must first obtain a DPA from the Department.

During various stages of construction, periodic on-site inspections will be required to be initiated with the County's designated inspector(s) by the developer, as outlined below. The developer must notify the Planning and Community Development Director, or his/her designee at least 2 business days in advance of requiring said inspections. A developer may not proceed to the next step of construction without receiving approval of each required inspection.

The Inspector will complete an Inspection Checklist (Appendix A) for each inspection conducted to be provided to the Department.

INSPECTIONS REQUIRED:

1. Gravity Sewer Utilities Inspection
2. Water Utilities Inspection, if applicable
3. Force Main Utilities Inspection
4. Pre-Pavement Roadway(s) Inspection
5. Post-Pavement Roadway(s) Inspection
6. Stormwater Facilities Inspection
7. Lift Station

The Developer must submit to the Department, in triplicate and digital format, as-builts for all infrastructure. Digital formats must be submitted on a CD in CADD or GIS.

Inspection fees, as set by resolution of the Board must be submitted to the Department at the time of a request for the first inspection. Inspection fees not timely received may result in a delay of inspection. If the construction or conditions on-site are determined to be deficient, reinspection will be required, and payment of all reinspection fees must be submitted to the Department prior to scheduling and advertisement of an Application for Final Plat.

Failure to obtain and pass the proper inspections and pay inspection fees may result in a Stop Work/Cease and Desist Order to be issued and prevent any approval of a Final Plat.

APPENDIX "A"

CHECKLIST FOR DESIGN OF:

Project Name: _____

Date of Inspection: _____

Has this item been addressed?

Post Paving

Yes	No	N/A	Drive way turnouts have been installed
Yes	No	N/A	Visual inspection of roadway for deficiencies has been conducted
Yes	No	N/A	Ride test has been conducted
Yes	No	N/A	Spread rate sheet has been filled out and is in compliance
Yes	No	N/A	Striping has been installed and type is verified
Yes	No	N/A	Stop bars have been installed
Yes	No	N/A	Cross walks have been installed
Yes	No	N/A	RPM's have been installed
Yes	No	N/A	Rolling straight edge test has been conducted
Yes	No	N/A	Rolling straight edge test is within compliance

Inspector Signature

Date

CHECKLIST FOR DESIGN OF:

Project Name: _____

Date of Inspection: _____

Has this item been addressed?

Pre-Paving/Paving

Yes	No	N/A	Present when density tests are taken (sub-base)
Yes	No	N/A	Density tests are within compliance (sub-base)
Yes	No	N/A	Present when density tests are taken (base/limerock)
Yes	No	N/A	Density tests are within compliance (base/limerock)
Yes	No	N/A	Base depth meets plans/typical section
Yes	No	N/A	Base width meets plans/typical section
Yes	No	N/A	Shoulder width meets plans/typical section
Yes	No	N/A	Shoulder slope meets plans/typical section
Yes	No	N/A	Asphalt mix meets plans/typical section
Yes	No	N/A	Asphalt temperature meets specifications
Yes	No	N/A	Spread rate was checked
Yes	No	N/A	Spread rate corresponds with planed asphalt depth
Yes	No	N/A	Side drains have proper structures installed; headwalls and miter end sections
Yes	No	N/A	Asphalt depth matches plans

Inspector Signature

Date

CHECKLIST FOR DESIGN OF:

Project Name: _____

Date of Inspection: _____

Has this item been addressed?

Storm water

Yes	No	N/A	Materials meet specifications, pipe, collection boxes, ect....
Yes	No	N/A	Total pipe length measured, verified, and compared to plan quantity
Yes	No	N/A	Pipe inverts match plans
Yes	No	N/A	Pipe joints are wrapped in filter fabric
Yes	No	N/A	Trench line is properly compacted
Yes	No	N/A	Pipes are properly sealed inside of structures
Yes	No	N/A	Stucture tops and inverts match plans
Yes	No	N/A	Pond dimensions match design

Inspector Signature

Date

CHECKLIST FOR DESIGN OF:

Project Name: _____

Date of Inspection: _____

Has this item been addressed?

Gravity Sewer/Forcemain

Yes	No	N/A	Materials meet specifications: pipe, manholes, liftstations.....
Yes	No	N/A	Total pipe length measured, verified, and compared to plan quantity
Yes	No	N/A	Manhole inverts match plans
Yes	No	N/A	Pipe is properly sealed inside of the manholes
Yes	No	N/A	Manhole steps are installed
Yes	No	N/A	Pipe has been flash tested
Yes	No	N/A	Materials meet specifications: pipe, fittings, hydrants.....
Yes	No	N/A	Tracer wire has been installed and conectivity has been checked
Yes	No	N/A	Location tape has been installed
Yes	No	N/A	Required pipe depth has been achieved
Yes	No	N/A	Was present when pressure tests were conducted
			Begining psi _____ Ending psi _____ Duration _____
Yes	No	N/A	Are all necessary ARV and cleanouts properly located
Yes	No	N/A	Visual inspection of mechanical joints
Yes	No	N/A	Roadway crossing; trench was backfield and compacted
Yes	No	N/A	All tap coupons are accounted for
Yes	No	N/A	All erosion issues are addressed and restoration is complete
Yes	No	N/A	Verify that as-builts are correct

Inspector Signature

Date

CHECKLIST FOR DESIGN OF:

Project Name: _____

Date of Inspection: _____

Has this item been addressed?

Waterline

Yes	No	N/A	Materials meet specifications: pipe, fittings, hydrants.....
Yes	No	N/A	Tracer wire has been installed and connectivity has been checked
Yes	No	N/A	Location tape has been installed
Yes	No	N/A	Required pipe depth has been achieved
Yes	No	N/A	Was present when pressure tests were conducted Beginning psi _____ Ending psi _____ Duration _____
Yes	No	N/A	Visual inspection of mechanical joints
Yes	No	N/A	Roadway crossing; trench was backfilled and compacted
Yes	No	N/A	Total pipe length measured, verified, and compared to plan quantity
Yes	No	N/A	Lines have been flushed and chlorinated
Yes	No	N/A	Present when bacterial samples are taken
Yes	No	N/A	All tap coupons are accounted for
Yes	No	N/A	All erosion issues are addressed and restoration is complete
Yes	No	N/A	Verify that as-builts are correct

Inspector Signature

Date