

CHAPTER 2

**SUBMITTAL PROCEDURES AND REQUIREMENTS
FOR
CONSTRUCTION PLANS**

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FOR CONSTRUCTION PLANS**

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**CHAPTER 2
SUBMITTAL PROCEDURES AND REQUIREMENTS
FOR CONSTRUCTION PLANS**

2.1 CONSTRUCTION PLAN SUBMITTAL PROCEDURE

Function	Number of Plans or Documents	Description of Plans or Documents
Initial Submittal	2	Construction Plans
	2	Final Drainage Report
	2	Soil Report (including preliminary pavement design)
	2	Traffic Report (if required)
	2	Utility Layout Plan
<p>Town Comments: Town Engineer will return one set of construction plans and one copy of the final drainage study with comments. If appropriate, one set of soil report and traffic report will be returned with comments. The utility layout plan is being submitted to the Town for informational purposes but the proposed utilities may conflict with Town improvements which may require revision of the proposed utilities, in which case one set of utility layout plans will be returned.</p>		
Resubmittal	Two with Town comment set	Construction Plans
	Two with Town comment set	Final Drainage Report
	Two with Town comment set	Soil Report
	Two with Town comment set	Traffic Report
	Two with Town comment set	Utility Layout Plan
<p>Town Review Town Engineer will review the revised document for compliance with previous comments and Town standards. If revisions have not been made to the Town Engineer's satisfaction, revisions and re-submittal will be repeated. If the plans are satisfactory to the Town Engineer, the approved sets may be submitted.</p>		
Approval Submittal	2 *	Construction Plans
	2 *	Final Drainage Report
	2 *	Soil Report
	2 *	Traffic Report
	1	Estimate of probable construction cost of Town improvements

* All plans and reports shall be signed by a Registered Colorado Professional Engineer. Additional approved plans and reports may be requested.

2.2 DURATION OF APPROVED PLANS

The approved plans are valid for twelve months from the Town-approved date, after which the plans need to be resubmitted for approval. If significant construction has started prior to this twelve month period, the approved plans will remain in effect. If construction is phased or has started within this twelve-month period but stops for more than thirty days and restarts after the twelve month period, the Town may require re-approved plans for that portion of which construction has not commenced.

2.3 FINAL PAVEMENT DESIGN

After rough grading has been completed, a final pavement design shall be submitted to the Town Engineer for approval. After the Town Engineer has accepted and approved this final pavement design, pavement may be placed.

TOWN OF WINTER PARK APPLICATION FOR REVIEW AND APPROVAL

Date Received

PROJECT OWNER	CONSULTING ENGINEER OR OTHER OWNER REPRESENTATIVE
Name _____	Name _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____
Contact Person _____	Contact Person _____

PLEASE USE CASE NUMBER PREVIOUSLY ASSIGNED IF THIS IS A RESUBMITTAL	
PROJECT NAME _____	

LOCATION _____	

DRAWINGS/PLANS/REPORTS SUBMITTED	
<input type="checkbox"/> Changes to Approved Construction Plans	<input type="checkbox"/> Soils Report
<input type="checkbox"/> Drainage Report	<input type="checkbox"/> Traffic Report
<input type="checkbox"/> Estimate of Probable Construction Costs for Town Improvements	<input type="checkbox"/> Pavement Design

2.5 CONSTRUCTION PLAN REQUIREMENTS

The Town of Winter Park is requiring the following basic format for construction plans. It is intended to assist Town staff during the review and approval process. It will also assist Town staff during the construction observation phases.

The outlines and checklist included in this section are to be considered guidelines. The design engineer should add any additional information he/she feels necessary in order to adequately show the design intent of the project.

2.6 CONSTRUCTION PLAN FORMAT

The following is the suggested construction plan format.

PLAN TITLE	MINIMUM ITEMS INCLUDED
Cover Sheet	Project Title Vicinity Map Indexes Names, addresses, and telephone numbers for engineer, land owner/developer, surveyor
Grading and Erosion Control Plans	See the attached checklist. Plans may be combined or separated.
Street and Utility Improvement Plans	See the attached checklist. Plans may be combined or separated.
Notes and Detail Sheets	Construction notes may be included on the Cover Sheet.
Drainage Map	See attached checklist.

Note: For those projects where the subdivision plat does not control the location of roadways, easements, lots and/or building, a Horizontal Control Plan may be required. This Horizontal Control Plan shall be between the Cover Sheet and Grading Plan.

**TOWN OF WINTER PARK
DRAINAGE MAP CHECKLIST**

Note: Project specific items may be removed or additional items may be added as required by the Town Engineer.

ITEM		REMARKS
1.	Approx 100-year flood storage area water surface elevation	
2.	Adjacent properties identified	
3.	Basin designation area, 5-year and 100-year runoff coefficients for each sub-basin	
4.	Benchmark	
5.	Detention requirements—show 5-year and 100-year reg. volumes	
6.	Drainage flow arrows	
7.	Drainage structures shown	
8.	Existing contours shown and labeled	
9.	Offsite drainage basins—show area and flow rates entering Project	
10.	Property lines	
11.	Proposed basin boundary	
12.	Proposed contour grading shown and labeled correctly	
13.	Runoff table: 5-year and 100-year flow rates referenced to design points	
14.	Storm sewer: size and type	
15.	Street names	
16.	Street right-of-way and flowline width	
17.	Title block completed	
18.	Vicinity map and north arrow	
19.	Snow storage area	

TOWN OF WINTER PARK GRADING AND EROSION CONTROL CHECKLIST

Note: Project specific items may be removed or additional items may be added as required by the Town Engineer.

PLAN VIEW ITEM		REMARKS
BASIC INFORMATION		
1.	UNCC note	
2.	Legend	
3.	Bar scale	
4.	Benchmark	
5.	Location and size of existing utilities (water, sanitary sewer, storm sewer, gas, electric)	
6.	Lot numbers (or Parcel I.D.)	
7.	Street template	
8.	North arrow	
9.	Property lines	
10.	Retaining walls (top-of-wall and bottom-of-wall elevations)	
11.	Slopes of embankments	
12.	Street names	
13.	Street right-of-way and flowline width	
14.	Title block completed	
15.	Index map	Shade area of index map covered by individual sheet if more than one sheet is required

GRADING INFORMATION

16.	Proposed contours shown and labeled correctly	
17.	Spot elevations at building corners	
18.	Spot elevations as needed in key locations	
19.	Building elevations	
20.	Cross sections of all swales and slopes	
21.	Details of detention ponds (top width, side slopes, spillway detail, etc.)	
22.	Demolition notes and/or special remove and replace items	
23.	Limit of disturbance line	
24.	Note where tying to existing ground	

EROSION CONTROL INFORMATION

25.	Erosion control facilities	Straw bales, silt fence, inlet protection, etc
26.	Erosion control facility details	May be shown on separate sheet
27.	Erosion control phasing notes and details	May be shown on separate sheet

**TOWN OF WINTER PARK
STREET AND UTILITY PLAN AND PROFILE CHECKLIST**

Sheet 1 of 4

Note: Project specific items may be removed or additional items may be added as required by the Town Engineer.

PLAN VIEW ITEM		REMARKS
BASIC INFORMATION		
1.	North arrow and bar scale	
2.	Key map with north arrow	
3.	Benchmark	
4.	Removal / replacement notes	
5.	Erosion control details	MAY REQUIRE ADDITIONAL DETAIL SHEET
6.	Erosion control facilities	
7.	Erosion control phasing notes and details	

STREET INFORMATION

8.	Street names	
9.	Property lines	
10.	Right-of-way lines	
11.	Flow lines / cross pans	
12.	Sidewalks / handicap ramps	
13.	Centerline with station – 100-foot tick marks	
14.	Right-of-way flowline dimension	
15.	Horizontal PC, PT with station, and spot elevations	
16.	PCR elevation and station	Streets with curbs or pans
17.	Adjacent tracts and /or lots	Subdivision name with lot numbers or if unplatted show property owners with address
18.	Subdivision with lot number block number	
19.	Match lines-station, sheet number	
20.	Typical street cross sections	
21.	Cul-de-sac bulb radius to right-of-way and flowline	
22.	Flowline curb data each sheet	Streets with curbs or pans

STORM SEWER INFORMATION

23.	Length, size, type, and class	
24.	Riprap size and typical dimensions	
25.	Easements	
26.	Label storm inlets, type, and station	

**TOWN OF WINTER PARK
STREET AND UTILITY PLAN AND PROFILE CHECKLIST**

Sheet 2 of 4

PLAN VIEW ITEM	REMARKS
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SANITARY SEWER INFORMATION

27.	Length, size, and type	
28.	Manhole locations	
29.	Easements	

WATER MAIN INFORMATION CHECKLIST

30.	Size and type	
31.	Toes, bench, and elbows	
32.	Fire hydrants	
33.	Easements	

DRY UTILITIES INFORMATION CHECKLIST

34.	Gas, electric, cable, phone	Identify with legend
35.	Power poles	
36.	Pedestals	

**TOWN OF WINTER PARK
STREET AND UTILITY PLAN AND PROFILE CHECKLIST
PROFILE INFORMATION**

Sheet 3 of 4

PROFILE VIEW ITEMS		REMARKS
BASIC INFORMATION		
1.	Stations at intervals matching street grid and shown at bottom of page	1-inch equals 50 or 100 feet is suggested. Must match plan view.
2.	Elevations on side	1 inch equals 5 or 10 feet is suggested.
3.	Existing utilities	Storm, water, sewer, gas, electric, telephone, cable, etc.
4.	Match lines	Show station and sheet match
5.	Existing ground contours	At street centerline or centerline of utility, as appropriate.
6.	Title Block	
STREET PROFILE INFORMATION		
7.	Proposed profiles showing length and grades	<p>a. Streets with curbs or pans Centerline stationing Top or curb or flowline of pan grades One-line profile controlling both sides of the street is acceptable except at intersections where curbs or pans are warped to match intersecting street slopes.</p> <p>Centerline stationing Centerline top of pavement grades</p> <p>b. Streets with roadside ditches One-line profile is acceptable except at intersections where additional profiles or spot elevations will be required to show pavement warp.</p>
8.	Vertical curve information Length of vertical curve PVC, PVI, POC, PVT Curve K value High and Low point elevations	
9.	Intersecting street location Show width of curb, pan, or pavement connection (PCR to PCR or end of pavement to end of pavement) Street name Stationing	
STORM SEWER		
10.	Length, grade, size, type, and class	The Town encourages showing the storm sewer design on the street design plans
11.	Inlet and manhole locations station and offsets to centerline	
12.	Inlet and manhole rim and invert elevations	
13.	Flared end section and headwall inverts	
14.	Riprap or erosion protection	
15.	Crossing utilities existing and proposed	

**TOWN OF WINTER PARK
STREET AND UTILITY PAN AND PROFILE CHECKLIST
PROFILE INFORMATION**

Sheet 4 of 4

PROFILE VIEW ITEMS		REMARKS
SANITARY SEWER		
16.	Length, grade, size and type	The Town encourages showing the storm sewer design on the street design plans.
17.	Manhole locations	
18.	Manhole rims and inverts	
WATER MAIN		
19.	Show utility crossing elevations	The Town is only reviewing water main for conflicts with Town facilities