

SECTION 1.0 ENGINEERING SERVICES PLAN REVIEW PROCESS

The Engineering Services plan review process is independent of the review processes of all other City departments. Therefore, plans or other materials requiring engineering review and approval shall be submitted directly to Engineering Services. The remainder of this section describes the process and the minimum requirements for submittals.

1.1 Predesign Meeting

Applicants are encouraged to meet with the Engineering Services Staff prior to final design and plan submittal. All plans submitted to Engineering Services will receive a preliminary review to make sure that they adequately address the minimum requirements of this manual and all applicable development requirements. Any such plans not meeting these requirements will be returned to the applicant or his designated contact person as unacceptable for review.

1.2 Plan Review Fees

Engineering plan review fees are required separate from other department review fees. The plan review fee shall be paid at the time of submittal. The review process begins when payment of the plan review fee has been made. The permit fee shall be paid prior to the issuance of the permit.

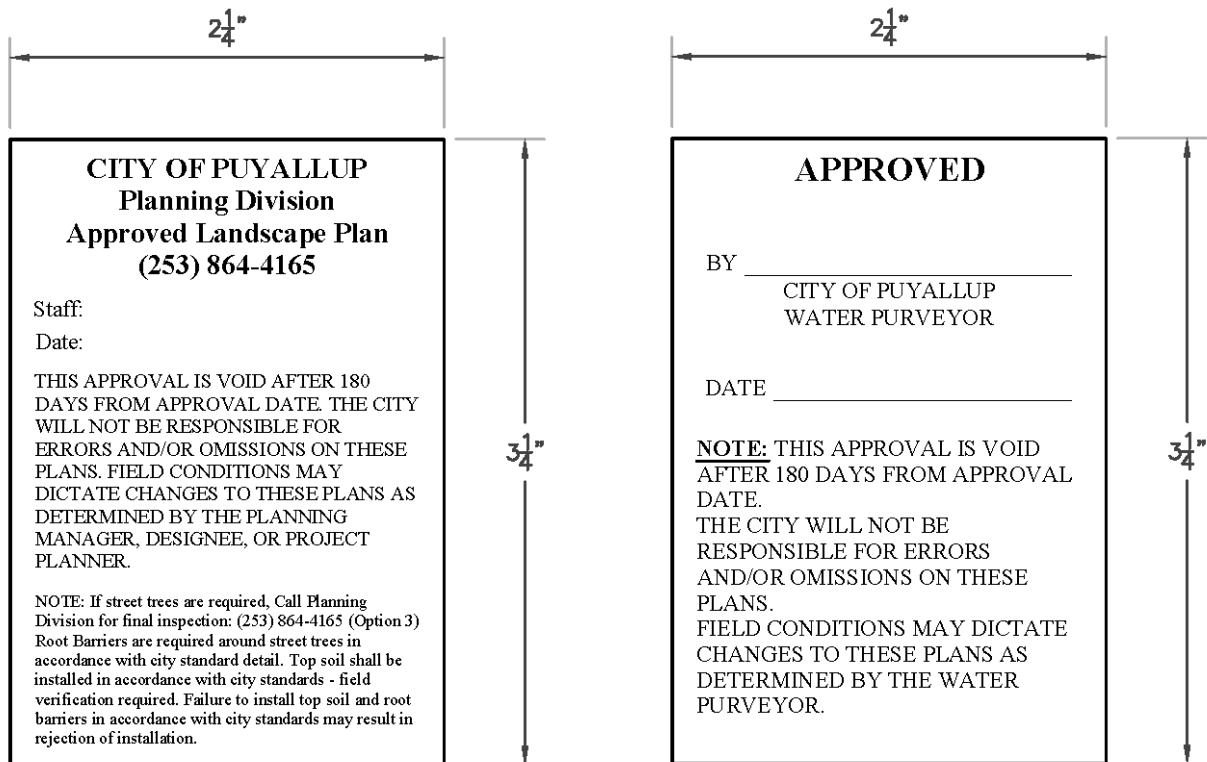
1.3 Plan Checklists

The Engineering Service's "Plan Review Checklists" are included in this publication (Appendix A) as a guide to help the engineer in the plan preparation process. The City recommends that these checklists be used by the engineer to help facilitate the plan review process.

1.4 Plan Approval

Each sheet of the plans shall have the City of Puyallup approval block located within or adjacent to the design engineer's title block. The approval block shall be as shown below. The plans shall be considered approved by the City when the approval block on each sheet has been signed by the Engineering Services Staff.

Width	Height	Title	Signature Line	Date Line	Note
2 1/4"	3 1/4"	APPROVED	BY _____ CITY OF PUYALLUP DEVELOPMENT ENGINEERING	DATE _____	NOTE: THIS APPROVAL IS VOID AFTER 180 DAYS FROM APPROVAL DATE. THE CITY WILL NOT BE RESPONSIBLE FOR ERRORS AND/OR OMISSIONS ON THESE PLANS. FIELD CONDITIONS MAY DICTATE CHANGES TO THESE PLANS AS DETERMINED BY THE DEVELOPMENT ENGINEERING MANAGER.
2 1/4"	3 1/4"	FIRE HYDRANT/FDC LOCATION/ACCESS APPROVED	BY _____ CITY OF PUYALLUP FIRE CODE OFFICIAL	DATE _____	NOTE: THIS APPROVAL IS VOID AFTER 180 DAYS FROM APPROVAL DATE. THE CITY WILL NOT BE RESPONSIBLE FOR ERRORS AND/OR OMISSIONS ON THESE PLANS. FIELD CONDITIONS MAY DICTATE CHANGES TO THESE PLANS AS DETERMINED BY THE FIRE CODE OFFICIAL.



Each sheet of the **WATER** plans shall also have the City of Puyallup Fire Code Official approval block located next to the engineering block.

If the project is located within Fruitland Mutual Water, Valley Water or Tacoma City Water service area, each sheet of the **WATER** plans shall also have that water purveyor’s approval block located next to the engineering block.

1.5 Engineer's Registration Stamp

Engineering plans and/or calculations submitted for approval shall be stamped by a Washington State licensed professional engineer.

1.6 Right-of-Way Dedications

All required right-of-way dedications shall be completed on a Right of Way Dedication form and shall be recorded by Pierce County prior to final plan approval. All easements shall be completed in a format to the City’s requirements. Easements for utilities shall be drafted and signed by the property owner and given to the City prior to final plan approval. Upon completion of the project, the original easement shall be modified, if necessary, and then recorded at the property owner’s expense. All such easements and dedications shall be clearly shown on the engineering plans. (See Appendix C for sample forms.)

1.7 Alternative Methods or Construction Materials Request

When circumstances warrant, the applicant may request to vary from the design standards set forth in this manual. The applicant should be aware that the City of Puyallup design standards are considered minimum requirements. It will be up to the applicant to provide the justification for the request. The applicant shall submit a completed “Alternative Methods or Construction Materials Request” form to Engineering Services with the applicable fee. The request will be reviewed by all applicable City departments. The final decision will be by the Engineering Service Manager. (See Appendix C for the “Alternative Methods or Construction Materials Request” form.)

1.8 Plan Review Sequence

The following sequence shall be followed when engineered plans are required for review by the engineering services:

1. Eight (8) black-line sets of engineering plans showing all work outside the building footprints including utilities, commercial developments, plats, roads, clearing, grading, and temporary erosion and sedimentation control, and two (2) sets of stormwater design calculations shall be submitted to Engineering Services for review and approval. Included within the civil design package will be a utility plan overlaid with the landscape architects approved landscape design to ensure that potential conflicts between the two designs have been addressed. Engineering Services will review plans for conformance with City development requirements, policies, the standards set forth in this publication, and all other publications referenced herein. Red-line drawings and plan review comments will be returned to the design engineer for corrections.
2. The design engineer shall revise the plans addressing all red-line comments and "Plan Review Checklist" requirements. One set of revised black-lines and the red-line comments shall be resubmitted to the City for a second review. All applications shall expire by limitation and be declared void if the application is abandoned for 180 days or more from the date of the last City review.
3. When the plans are acceptable for approval by the City, a mylar plan set shall be submitted for signature. (See Section 1.4 for approval block requirements.) Once signed, these plans will be returned to the design engineer.
4. One (1) reproducible mylar set and three (3) black-line sets of the approved plans shall be submitted to the City for public record files. Digital copies of the approved plans will be submitted in the following format:
North American Vertical Datum of 1988 and in AutoCAD Map 2007 or newer in State Plane South Projection. The design engineer shall complete and submit the City's "Estimate of Cost" form (See Appendix C for a copy of the "Estimate of Cost" form) with the mylars.
5. Prior to issuance of any construction permit, a preconstruction conference shall be scheduled no sooner than four (4) work days after the City receives its record copies of the approved plans. Contact Engineering Services to schedule the preconstruction conference (253-841-5568). The meeting shall be attended by all contractors that will perform work shown on the approved engineering plans and representatives from all applicable utility companies, the project owner, and appropriate City staff. The contractor is responsible to have their own set of approved plans at the meeting.
6. In the granting of such permits, the city engineer may attach such other conditions thereto as may be reasonably necessary, to prevent damage to public or private property or to prevent the operation from being conducted in a manner hazardous to life or property or in a manner likely to create a nuisance. Such conditions may include but shall not be limited to:
 1. Limitations on the hour, the day and the period of the year in which the work may be performed;
 2. Restrictions as to the size and type of excavating equipment;
 3. Designation of routes upon which materials may be transported;
 4. The manner of removal of excavated materials;
 5. Requirements as to the control of dust nuisance, the cleaning of street and the prevention of noise and other results offensive or injurious to the neighborhood, the general public, or any portion thereof. Additionally, at any time conditions unforeseen at the time of issuance of the permit are discovered which could, in the opinion of the city engineer, cause unforeseen damage to public or private property or a hazard to life or property or

become a public nuisance, the city engineer may forthwith order the stoppage of any further work under the permit until the permit conditions have been modified by the city engineer in such a manner as to protect from or eliminate the potential damages, hazards or nuisances enumerated in this chapter. (Ord. 2373 § 1, 1993; Ord. 1827 § 1, 1980).

7. Any changes to the scope of the work as outlined on the approved plans shall be documented on the “Plan Change Request” form provided by the City. The Engineering Services Staff shall review and give approval of all changes prior to the commencing of any work related to the change. (See Appendix C for the “Plan Change Request” form.)
8. Expiration of applications, approvals or permits.
 1. Expiration of application. Project applications that are subject to SEPA review shall be governed by applicable SEPA deadlines. All other applications shall expire by limitation if no permit or approval is issued within 180 days after the City determines that the application is complete, unless the City determines that a project proponent has pursued issuance of a permit or approval in good faith. The City may extend the time of action on the application for one or more periods, each period not exceeding 90 days, upon written request by the applicant showing good cause. If an application has expired, plans and other data previously submitted for review may thereafter be returned to the applicant, except that the City shall retain originals or copies in order to comply with applicable record retention laws. In order to renew action on an expired application, the applicant shall resubmit plans and pay a new review or application fee.
 2. Expiration of permits or approvals. All permits or approvals shall expire by limitation and become void if:
 - a. Work authorized by the permit or approval is not commenced within 180 days of approval or permit issuance;
 - b. Work is suspended or abandoned for 180 days or more after work is commenced; or
 - c. After two years from the date of permit or approval issuance, regardless of whether work is finished.

The building official is authorized to grant one or more extensions of time for periods not more than 180 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

If a permit or approval expires, the City may issue a new permit or approval for the unfinished work upon a showing of good cause and payment by the project proponent of half of the original permit or approval fee. However, if any applicable law, regulation or rule has materially changed after the expiration of the permit or approval, the City shall have full discretion to decline to issue a new permit even upon a showing of good cause. The option for approval or permit renewal shall lapse two years after the permit or approval expires.

3. This section shall apply to permits and approvals issued under PMC Titles 11, 14 and 21, and applications for such permits or approvals. (PMC 17.42035)