PLAT/SHORT PLAT & BSP CONSTRUCTION PROCESS FOR APPLICANT

CityofRedmond
WASHINGTON

Civil Drawings Approved

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STEP 1: PLAN SETS AND SET PRECONSTRUCTION CONFERENCE DATE

A. Once civil drawings are approved, please submit the following

Construction Cost Estimate that is broken out between

work in the right of way/off-site city easements

work on-site

Plan sets to Development Services Engineering Technician.

5 – Full size (22”x 34”)

9 – Half size (11”x 17”)

1 – Digital composite file for GIS w/ printout of Digital Submittal Checklist (see Record Drawing Requirements)

1 – Original approved mylar set for Development Services Center

B. Within 1 day of submitting plans a preconstruction conference (PreCon) date will be set and you will be notified by email (you may call the **Construction Division** at 425-556-2723 if you have not received this notification). The PreCon date will be at least one week from the time plans sets are submitted. **Construction Division** sends out an invitation to the scheduled PreCon meeting. Included with the invite is an Emergency Contact List form for you to fill in and returned to the City at the PreCon.

STEP 2: ATTEND PRECONSTRUCTION CONFERENCE

You and your contractor(s) attend the PreCon with appropriate City staff. You may also wish to have your engineer(s) attend this meeting. The meeting is designed to give you, the Project Representative (Owner, Developer, and/or Contractor), an opportunity to meet with all the departments that will be involved with the construction portion of your project.

Please submit the following items at, or prior to, the PreCon:

- Emergency Contact List
- Right of Way Use Permit
- Preliminary Construction Schedule

A. Right of Way (ROW) Use Permit

A ROW Use Permit is required in order to work within the City's right of way. A detailed cost estimate will need to be submitted for all work within the right of way to determine the amount of the performance bond for such work. The permit form is available on line at: Right-of-Way Use Permit

The following items will need to be submitted with the ROW Use Permit Application:

- Traffic Control Plans
- Street Clean-up Deposit ($1000.00)
- Haul Routes and Haul Fees
- Performance Bond for work within right of way and off-site city easements based on cost estimate approved by the City.

B. Wet Weather Plan

A city approved, "wet weather plan", for erosion and sediment control, is required for any work anticipated to occur during the rainy season, October 1st and April 30th. An Erosion Control Bond may be required by the Wet Weather Group if there will be work near critical areas such as wetlands, streams, steep slopes or their buffers. Please contact 425-556-2890 for additional information.

STEP 3: COMMENCE CONSTRUCTION

Please have your contractor notify the **Construction Division Lead Inspector** two (2) working days prior to starting any work. Following the two day notice, your contractor may begin surveying and setting clearing limits.

During construction, your contractor is required to maintain one official full-size set of plans on site for record drawings (gold set). The contractor and the City's construction inspector shall update the plans with record information. This includes the final locations of all new materials incorporated into the work, elevations of pipelines/utilities, and all existing improvements encountered during construction.

STEP 4: INITIATE FINAL PLAT/SHORT PLAT OR BSP RECORDING REVIEW

The plat, short plat or binding site plan (BSP) may be recorded at any time as long as you post a performance bond for any work that has not been installed, tested, inspected and determined to be acceptable. The plat, short plat or BSP must be recorded to create new lots **prior** to the issuance of water and sewer permits for those lots. Please **submit a draft** of the proposed recording documents **at least 45 days before you intend to record a short plat or BSP and at least 90 days before you intend to record a plat**. The actual review time and number of reviews is dependent on the quality of the submittal(s) and responsiveness to city comments. See details of final review at: Final Plat, Short Plat & BSP

Step 5: Utility and Life-Safety Inspection

An inspection of utility systems and life-safety issues is required prior to the issuance of water and sewer permits and allows for a lower performance bond amount when recording the short plat. Contact the Lead Inspector to schedule a Utility and Life-Safety Inspection. **Allow 1 week** for this inspection to be scheduled. The City inspects and tests the water system, sewer systems and stormwater systems to ensure the work has been constructed per the approved plans. In addition purity testing is completed on the water system.

Step 6: Request Water Meter and Side Sewer Permits

After Step 5 is complete, submit the following items prior to the issuance of any water and side sewer permits. **Allow two weeks** between submittal of these items and issuance of permits.

- Recorded Plat/Short Plat
- Developer Extension Asset Summary for the water, sewer, stormwater and street improvements
- Bill of Sale to convey ownership of the water, sewer, stormwater and street improvements to the City of Redmond
- Abandon Plant for all water and sewer facilities that are removed or abandoned in place in conjunction with the project
- Temporary Maintenance Agreement
- Developer Reimbursement Agreements (late-comers), "stub" fees, water/sewer mitigation fees paid (if applicable)
- Off-site Utility Easements
- City Fire Dept approval of fire sprinkler design by for single family – determines meter sizing

Step 7: Initiate Record Drawing Review

When the City determines that the project is substantially complete, you will be notified to initiate the Record Drawing process. You have 4 ½ months to complete this process and provide as-builts to the Development Services Record Drawing Coordinator. If you do not provide record drawings by the end of the 4 ½ month period, the Record Drawing Cash Deposit may be forfeited and transferred into a revenue account. The Record Drawing Requirements can be accessed on the City of Redmond website: Record Drawings

Step 8: Final Inspection

Your contractor must request a Final Inspection through the **City's Construction Division Lead Inspector**. One week notice is required to schedule a final inspection. Following the inspection, the City will mail out a letter with a punchlist of construction items that remain to be completed, along with a list of any documents that are needed. Your contractor has 45 days to complete all items on punchlist.

Step 9: Punchlist Check

Upon completion of the punchlist items, the contractor must request a punchlist check inspection from the Lead Inspector. One week notice is required to schedule the punchlist check inspection. If items remain incomplete, the contractor has 45 days to complete the work. Once all construction work is determined complete, an administrative project closeout is initiated.

Step 10: Acceptance of Construction

Once the punch list items are complete, the City will notify you that the construction phase of the project is complete and the warranty period has commenced.

STEP 11: POST WARRANTY BOND

At this time, the City will release any performance bonds in place once you have posted a warranty bond. The bond amount will be at least 10% of the construction costs of the public improvements but not less than $10,000.

STEP 12: WARRANTY PUNCHLIST CHECK

The City schedules a Warranty Inspection within 30 days before the end of one-year warranty period. Following the inspection, the City will mail out a letter with a punchlist of defects that need correcting, along with a list of any documents that are needed. Your contractor has 45 days to complete all items on the punchlist. Upon completion of punchlist items, your contractor should notify the **City's Construction Division Lead Inspector** to request a punchlist check inspection. Once the Lead Inspector determines that there are no additional work items the City will send you an Acceptance of Development letter and release the warranty bond.