

Resolution no. 97-96, Master Street Plan ... exhibits A and B which define the right-of-way, lane widths, sidewalks, design service volumes, design speeds....(September 17, 1996)

The City is currently working on Standard Sanitary Sewer Specifications and will make these available when completed and approved by the City Council.

c. Other applicable, published criteria, enforced by the City of Fayetteville:

Letter of requirements, per Don Bunn, City Engineer, June 1994 as provided to all local consulting engineers. The sections which have not been superceded, including the sanitary sewer, are still enforced.

ASSHTO publications including:

A Policy on Geometric Design of Highways and Streets

Guide for Design of Pavement Structures

Standard Specifications for Highway Bridges

AHTD Standard Specifications for Highway Construction.

“Rules and regulations pertaining to public water systems” - Arkansas Department of Health.

d. All applicable Federal and State requirements as delegated to the City of Fayetteville.

These may include the State requirement for the Private Engineers to provide inspection services, The Federal and State requirement for the Storm Water Pollution Prevention Plans where delegated by ADEQ to the City and any other delegated or noted requirements.

2. Submittal and review procedures.

The following summary of the Engineering review process generally applies to all development items (all projects which involve a review by the Engineering Division prior to approval) including residential subdivisions, large scale developments and lot splits. Certain smaller projects, which do not go through the Subdivision or LSD process, including but not limited to , apartments, commercial buildings, development in flood plains and/or slopes 15% or greater must still comply with all applicable ordinances, criteria and review. These smaller scale developments and projects will follow the same general review process as the larger projects.

a. Drainage.

Pre-Preliminary Drainage & Layout Review.

Suggested in the drainage ordinance but not mandatory.

Preliminary Drainage and Grading Calculations.

Required by ordinance at time of initial submission. Refer also to page I-2 of the drainage criteria manual. The specific requirements include schematic design, offsite drainage areas, preliminary calculations for offsite, onsite and combined flows, full detention design and calculations or calculations to prove detention not required, written summary.

The preliminary drainage report is utilized by staff and the Planning Commission to help determine general concepts and ordinance compliance toward Planning Commission approval. The preliminary report may be reviewed or used by City Administration, Council and Citizens as needed in the Planning Commission approval process.

Non-compliance and/or an incomplete report will result in the development item being tabled at plat review or at subdivision committee level.

Please note that the Planning Commission approval process is a step towards construction documents and is not approval of any specific item, plan, calculation or report for construction.

Separate and “final” drainage reports and construction plans are typically required for review and approval prior to construction. The exception is generally small projects where the applicant submits “final” applications, reports and construction plans in lieu of the preliminary plans, there are no changes due to the Planning Commission process and the applicant clearly communicates their intent with the Engineering Division.

“Final” Drainage application and submission.

In accordance with current ordinances, any application for a Drainage permit shall be submitted concurrently with the application for a Grading permit. Approval of drainage and/or grading permits are subject to the storm water detention requirements of the project. “Any project that requires a drainage permit that does not require detention may receive, with the approval of the City Engineer, a grading permit prior to the issuance of the drainage permit . . . subject to the following . . .” (170.03.C) Please refer to UDO Chapters 169 and 170 for the ordinance specifics.

The “final” drainage permit application and report must be submitted with the final construction plans. This submission typically cannot occur until after Planning Commission approval of the project.

The “final” report must contain all items required in the ordinance and the Manual. Refer also to page I-3 of the drainage criteria manual.

The “final” drainage report is utilized by staff along with the construction plans for project construction review and approval.

b. Grading.

Please refer to UDO Chapter 169, Physical Alteration of Land, for a complete listing of the specific requirements to be shown on the plan. The Ordinance includes requirements for both a preliminary and a final plan.

A preliminary plan, with all of the requirements for a preliminary plan, as specified within the ordinance is required for an item to be processed through plat review, subdivision committee and Planning Commission meetings.

Non-compliance and/or incomplete plans may result in the development item being tabled at plat review or at subdivision committee level.

The preliminary grading plan is utilized by staff and the Planning Commission to help determine general concepts and ordinance compliance toward Planning Commission approval. The preliminary report may be reviewed or used by City Administration, Council and Citizens as needed in the Planning Commission approval process.

Please note that the Planning Commission approval process is a step towards construction documents and is not approval of any specific item, plan, calculation or report for construction.

“Final” Grading permit application and plan submission.

A separate and “final” grading construction plan with applicable requirements, including the Grading and Tree Preservation ordinance requirements, is typically required for review and approval prior to construction. The exception is generally small projects where the applicant submits “final” applications, reports and construction plans in lieu of the preliminary plans, there are no changes due to the Planning Commission process and the applicant clearly communicates their intent with the Engineering Division.

The “final” grading plan with all items required for the final plan as listed in Chapter 169 and 167 is required for submission with the full and final construction plans.

In accordance with current ordinances, any application for a Drainage permit shall be submitted

concurrently with the application for a Grading permit. Approval of drainage and/or grading permits is subject to the storm water detention requirements of the project. “Any project that requires a drainage permit that does not require detention may receive, with the approval of the City Engineer, a grading permit prior to the issuance of the drainage permit . . . subject to the following . . .” (170.03.C) Please refer to UDO Chapters 169 and 170 for the ordinance specifics.

c. “In-House” and Technical Plat Review.

Review of the concept of the development including off-site improvements/contributions, water, sanitary sewer, grading, streets and drainage. Note that the review is for general concept and does not constitute specific approval of any proposed improvement(s).

d. Subdivision Committee Meeting (SDC).

Further review of submittal for compliance with Plat Review comments. Answer questions from Planning Commissioners, make recommendations concerning off-site improvements, street widening or extensions, utility extensions, compliance with ordinances, standards, Conditions of Approval and standards . . . Note that the review is for general concept and does not constitute specific approval of any proposed improvement(s).

If approved at the Subdivision Committee Meeting (only certain projects may be approved by SDC) the developer’s engineer may proceed to final design and submittal.

e. Planning Commission.

Further review of submittal for compliance with SDC comments. Answer questions from Planning Commissioners, make recommendations concerning off-site improvements, street widening or extensions, utility extensions, compliance with ordinances, standards, Conditions of Approval . . . Note that the review is for general concept and does not constitute specific approval of any proposed improvement(s).

If approved at the Planning Commission Meeting the developer’s engineer may proceed to final design and submittal.

f. Construction Documents are Submitted for Review:

1. This submittal is the complete design: “final” grading and/or drainage permit applications, “final” grading, erosion control, “final” drainage plans, calculations and the “final” report, street design including soils report and street design calculations, water and sanitary sewer, tree preservation, off-site

improvements . . .

Partial submittals, or submittals of water and sanitary sewer in advance of drainage and streets are not accepted and are not reviewed.

2. Typically two full sets of plans and one set of calculations and reports are required.

If a sanitary sewer lift station is proposed or required, then four full sets of plans, one set of street and drainage calculations/report and three sets of sanitary sewer lift station calculation/report are required.

3. Upon receipt, one set of plans is sent to the City Shop building where the Landscape Administrator, Sidewalks/Trails Coordinator/Administrator, Street and Traffic Divisions may review the construction plans. This process will be modified to meet the needs of the City Divisions as the City's personnel are reassigned and/or relocated. This may require separate submittals to the City's Landscape Administrator.

4. The City Engineering staff schedules and begins the review of the plans and calculations.

If a sanitary sewer lift station is proposed or required, then Engineering sends one set of plans and one copy of the calculations/report each to the Water/Sewer Superintendent and to the Wastewater Treatment plant for their review and comments on the lift station and line requirements.

Please note that the review of the construction plans and calculations is a fairly time consuming process. For LSD and subdivisions there is generally a 1-3 week que and then 2-4 days for review. The review process is longer if the drainage is complicated, sanitary sewer lift stations are required and/or revisions to the plans are required to comply with regulations and ordinances. The review process may also be longer during peaks in the City's work load. Non-compliance with the City's ordinances, standards and/or criteria will result in Engineering not being able to approve the plans. The additional submittals and reviews will add significant time to the process.

Smaller projects are generally reviewed quicker than the larger projects.

The Engineering staff reviews the plans and calculations for general compliance with the City's ordinances, criteria and the Planning Commission's conditions of approval. Review by the City shall not constitute variances or waivers from any ordinance, standard, criteria or Condition of Approval as determined at the Planning Commission meeting. Any such requested variance or waiver shall require a specific written variance or waiver request approved by the appropriate entity (Planning Commission, City Council). Review by the City does not warrant the design of the private engineer nor does the review by the City relieve the developer from any requirements or responsibilities for items discovered during or after construction which are required to comply with existing ordinances, criteria, Conditions of Approval and/or public safety.

The Engineering staff review may also coordinate and provide one point of contact for the review comments from Landscape, Sidewalks, Traffic, Streets and Water/Sewer. On specific projects it may be necessary to have separate comments from the respectful divisions.

When the plans and calculations are approved the approval is conditioned upon certain requirements including Arkansas Department of Health approval of the water and sanitary sewer improvements, preconstruction meetings, compliance with ordinances and criteria, easements . . .

After the full plans are approved, the water and sanitary sewer section, or the whole plans, are transmitted by the developer or his engineer to the Arkansas Department of Health for the States' approval of the water and sanitary sewer. This process is currently taking 3 - 6 weeks. No work will be permitted on the water and sanitary sewer prior to Arkansas Department of Health approval.

g. Grading permits and Drainage permits.

In accordance with current ordinances, any application for a Drainage permit shall be submitted concurrently with the application for a Grading permit. Approval of drainage and/or grading permits is subject to the storm water detention requirements of the project. "Any project that requires a drainage permit that does not require detention may receive, with the approval of the City Engineer, a grading permit prior to the issuance of the drainage permit . . . subject to the following . . ." (170.03.C) Please refer to UDO Chapters 169 and 170 for the ordinance specifics.

Subject to satisfactory plan and calculation review, a preconstruction meeting, tree preservation/protection requirements, erosion control and compliance with other applicable ordinances, the grading and/or drainage work (only) may begin in advance of the State approval of the water and sanitary sewer system.

h. Preconstruction Meeting(s)

Mandatory by the City for each Major Phase of the construction. Typically the sequence follows:

Grading, erosion control & temporary and/or permanent drainage.

Generally the meetings for streets, water and sanitary sewer follow. For smaller projects there is one general meeting to cover all aspects.

At these meetings we will review requirements, answer the contractor's and the City inspector's questions. City staff will vary at the meetings dependent upon the project complexity and may include Engineering, Water/Sewer, Landscape (Trees), Sidewalks and others as needed.

i. Construction Phase / Construction Observation.

The City's Engineering staff, including the Public Work Inspectors, will observe the developer's contractor and engineer.

The City is not the inspector for the project. By State Law and the City's ordinances and criteria, the private developer shall provide inspection services.

The City will observe the construction for general compliance, review field changes and generally work to assure that the project complies with the City's ordinances and criteria and to also protect public health, safety and welfare.

The City's observation does not relieve the developer, the private engineer, contractor or other private representatives from their respective liability nor from complying with the City's ordinances, standards or criteria even when such ordinances, standards or criteria conflict with the approved plans - except for specific written variances/waivers previously approved by the appropriate entity.

The City's observation will include a final inspection. The Final inspection shall include the contractor, the developer's engineer, Engineering and the other applicable Divisions including Water/Sanitary Sewer, Streets, Sidewalks....

i. Final Completion and acceptance.

The City Engineer shall not accept as complete public improvements, Large Scale Developments or Final Plats until the City has received the following:

Planning Commission approval of a Final Plat when applicable,

Any Conditions of Approval as determined by the Planning Commission,

Verification that all requirements and construction, including any punch list items are complete and in compliance with the City's requirements,

Receipt of accurate as-built drawings (drawings of record),

Receipt of accurate and complete maintenance or warranty bonds or other approved surety,

Receipt of an accurate and complete right-of-way warranty deed and/or easement plat as applicable to the project,

Guarantees as proposed or required in accordance with Ordinance 3958, "Guarantees in Lieu".

After the above items have been accepted the City Engineer will provide a Letter of Acceptance and/or sign the Final Plat.

For residential subdivisions, by ordinance, building permits cannot be issues prior to an accepted Final Plat.