

## 3. ENGINEERING PLAN REVIEW PROCESS

### 3.1 Plan Review Fees

Engineering plan review fees are required separate from other departments 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. Refer to Section 1.11 for additional information.

### 3.2 Plan Checklists

The Engineering Services division “Plan Review Checklists” and “Single Family Residence Review Plan Checklist” are included in these Standards (see Appendix A) as a guide to help the design engineer in the plan preparation process. The City recommends that these checklists be used by the design engineer to help facilitate an efficient plan review process.

### 3.3 Alternative Methods or Construction Materials Request

When circumstances warrant, the design engineer may request to vary from the design standards set forth in Section 1.9. The applicant should be aware that the City of Des Moines Street Development Standards are considered minimum requirements. It will be up to the design Engineer to provide the justification for the request. The applicant shall submit a completed “Deviation Request Form” (provided in Appendix C) form to the Engineering Services division with the applicable fee. The request will be reviewed by all applicable City departments. The final decision will be by the Public Works Director.

### 3.4 Plan Review Sequence

The following sequence shall be followed when engineered plans are required for review by the Engineering Services division:

1. All plans and reports are to be submitted to the Planning, Building, and Public Works Department. Any necessary easements, dedications, contracts, agreements, bonds, deviation request approvals, calculations, specifications, or other necessary documentation shall be submitted for review along with the plans.
2. An electronic set of plans shall be submitted to the Engineering Services division for review and approval. Plan shall be submitted in PDF format.
3. City staff will make a completeness check of the submittal against the Plan Review Checklists provided in the Appendix A. If the plans meet the minimum checklist requirements as to context, they will be routed to the appropriate City staff, and the plan review process begins.
4. The Engineering Services division will review the plans for conformance with City development requirements, policies, these Standards, and all other publications referenced herein. One set of red-line drawings and plan review comments will be returned to the design engineer for corrections as necessary.
5. The design engineer shall revise the plans addressing all red-line comments and “Plan Review Checklist” requirements. An electronic set of plans shall be resubmitted to the City for additional review.

6. When the engineering plans are acceptable for approval by the City, the plans will be stamped and signed by the Public Works Department. The plans will then be made available electronically for issuance, provided that all applicable fees required have been paid.
7. Prior to any work commencing, the general contractor shall arrange for a preconstruction meeting to be attended by all major contractors, representatives of involved utilities, and the City of Des Moines. Contact the Engineering Services division to schedule the meeting.
8. Any changes to the scope of the work as outlined on the approved plans shall be documented in a memo and submitted to the City by the Engineer of Record. The Public Works Director shall review and give approval of all changes prior to the commencing of any work related to the change.

### 3.5 Plan Termination

Applications for which no permit is issued within 180 days following the date of application will expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the Public Works Department. The Public Works Director may extend the time for action by the applicant for a period not exceeding 180 days upon request of the applicant showing circumstances beyond the control of the applicant have prevented action from being taken. No application will be extended more than once. In order to renew action on an application after expiration, the applicant will resubmit plans and pay a new Plan Review Fee.