

Permit Issuance

The following will be completed prior to the DCP being issued:

- Utility plans signed and copies received by the Engineering Department
- Development Agreement signed by the applicant
- Any estimates needed
- Plat filed
- Revised schedule reflecting construction coordination meeting
- Construction Inspection fee paid
- Development Bond and Security for Maintenance and Repair Guarantees provided and approved
- Erosion Control deposit paid
- Any other requirements of the permit
- Applicant(s) signature

Permit Expires

60 days from the date of issuance, the permit shall expire if construction has not commenced and is not ongoing per the schedule. **The permit fee will be forfeited** upon expiration, at which time a new DCP application must be submitted. Contact the Development Review Engineer for a new application. All requirements for a new application shall be met as if it were a new permit.

One year from the date of issuance, if the infrastructure is not completed, an extension of the DCP of up to 6 months may be granted. Application for an extension must be applied for at least two weeks prior to the expiration of the DCP. The Renewal Application fee is \$100. If the permit expires and infrastructure improvements remain, construction work must stop and you must apply for a new permit. The new permit is subject to all submittal requirements and permit fees.

Construction Inspection Fees

Fees are as follows:

Trench:

\$70.00 for 1 - 100 linear feet, plus
\$.70 per foot over 100 feet

Pipeline:

\$70.00 for 1 - 100 linear feet, plus
\$.70 per foot over 100 feet

Sidewalk, trails, curb and gutter, and curb and gutter with attached sidewalk:

\$70.00 for 1 - 50 linear feet, plus
\$1.00 per foot over 50 feet

Concrete or asphalt pavement:

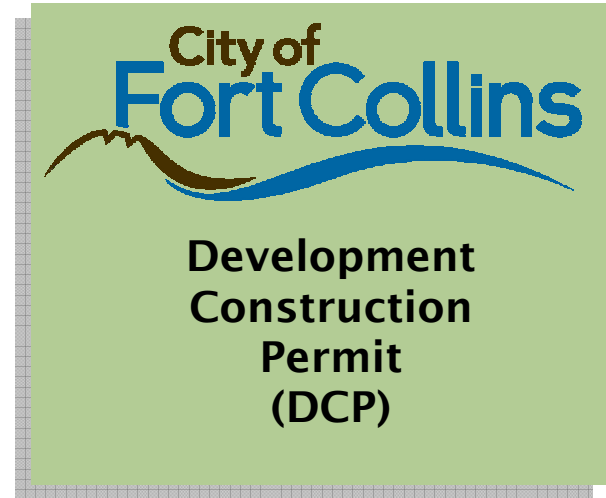
\$103.00 for 1 - 300 square yards, plus
\$.45 per square yard over 300 square yards

Structural concrete, masonry, or stone work for retaining walls, box culverts, wing walls, drop structures, and other structures:

\$3.50 per cubic yard (\$75.00 minimum)

Appurtenances:

Manhole.....	\$103.00
Fire hydrant.....	\$70.00
Valve and box.....	\$70.00
Fitting.....	\$35.00
Inlet.....	\$103.00
Service line stub.....	\$70.00



What is it?

A Development Construction Permit (DCP) is required in order to coordinate the transition from completion of the development review process to the construction process. It allows for the commencement of construction of an approved Project Development Plan (PDP), Planned Unit Development (PUD), or Building Permit Review.

Who needs one?

All development or building projects required to construct public infrastructure improvements that, upon completion, will be owned or maintained by the City.

When will it be issued?

A DCP will be issued after the project completes the Development Review Process and all documents for the project are finalized and approved.

The Application

An application will be provided by the Development Review Engineer at the request of the Developer after the public hearing for the project (if applicable) is scheduled.

Acceptance of Application

The application for the DCP will be accepted only after the development proposal has:

- received PDP approval, or
- received final P&Z approval, or
- neared design completion for Building Permit Reviews

All applications must be accompanied by:

- an 8-1/2" x 11" copy of the approved site plan
- a proposed project schedule
- project quantities and cost estimates for all public improvements to be constructed, as well as all private improvements that are required to be inspected by the City
- the Permit fee
- additional items as required and marked on the application by the Development Review Engineer

Fees

The **Permit fee** must be submitted with the application.

\$400.00
\$200.00 for a small project*

*A small project is one with less than \$20,000 in public infrastructure improvements.

Construction Inspection Fee

This fee is for the inspection of improvements shown on the approved development utility plans, which will be constructed in the public right-of-way or within easements. Any revisions to the plans that create additional items of inspection will require fees to be paid at the time the revisions are approved.

The fee is determined from the "Project Quantities and Cost Estimate Sheet" provided by the applicant with the DCP application. The format for this is provided with the DCP application.

See the back panel for a listing of these fees.

Development Bond and Security for Maintenance and Repair Guarantees

Prior to issuance of the DCP, the Developer shall provide a development bond, letter of credit, performance bond, or other security to assure that the infrastructure will be completed as planned and maintained/repared as required. Newly constructed streets and related infrastructure will carry a two-year (2) Maintenance Guarantee and a five-year (5) Repair Guarantee covering design or construction defects.

Construction Coordination Meeting

A construction coordination meeting is required for all projects. The following people are required to attend:

- Project Manager
- Project Engineer
- Developer
- Architect/Land Planner
- General Contractor, or if there is no General Contractor, representatives for each Contractor

In addition:

- City Staff
- Utility representatives may also attend.

Scheduling a Meeting

All construction coordination meetings are held on Wednesday afternoons. In order to schedule a meeting, the following needs to be completed and/or received by the Development Review Engineer by noon on Tuesday, one week prior to the anticipated meeting date (eight calendar days).

- Completed application
- Utility plans ready for signature (mylars requested)
- First draft of the Development Agreement reviewed by the developer and the City
- Final Plat ready for signatures
- Any other requirements as noted on the application.

A complete application does not guarantee a specific meeting date, as there may be previously scheduled meetings.

If the meeting was held more than six months in advance of the issuance of the DCP, another meeting may be required, at the City's discretion.