



CONSTRUCTION PLAN REVIEW APPLICATION

Community & Economic Development Department
Public Works Department
8930 N Government Way Hayden, ID 83835
www.cityofhaydenid.us (208) 209-2022

To be completed by city staff:

Tracking #:

Date submitted:

Received by:

SUBDIVISION NAME: _____

UTILITY / INFRASTRUCTURE EXTENSION: _____

CHECKLIST: A request is made by submitting the following:

	Requirement
	<i>Completed Plan Review Application</i>
	<i>Construction Submittal Requirements</i>
	<i>Construction Plan Checklist, Attached</i>
	<i>Storm water Calculations</i>
	<i>Two (2) full size copies and 1 electronic copy (PDF) of the construction plans stamped and signed by the Engineer of Record for review by the City Engineer to determine that the construction plans meet all of the requirements of the Idaho Code, Hayden City Code, and policies, and other requirements. *</i>
	<i>Two (2) full size copies and 1 electronic copy (PDF) of the applicable landscaping plans (if not integrated within the Construction Plans)</i>
	<i>Fees are in accordance with the current City Council adopted fee schedule. City fees and engineering pass through costs are required at the time of application submission. All additional fees, notice and legal publication charges are the responsibility of the applicant and will be billed separately.</i>

Sub Division Fee Schedule:

	<p>Sub-Division Construction <u>Plan Review Fees:</u> Base fee (based on # of lots) + pass through engineering costs <i>Note: Base fees include original submittals + 2 revisions. Additional revisions will be charged an hourly rate in accordance with the current City Council adopted fee schedule.</i></p>
	<p>Subdivision Construction <u>Oversight & Inspection Fees:</u> Base fee (based on # of lots) + pass through engineering costs <i>Note: Base fees include initial inspection + 1 re-inspection; additional re-inspections are charged at an hourly rate in accordance with the current City Council adopted fee schedule.</i></p>

Utility / Infrastructure Fee Schedule - NOT associated with a Subdivision

	<p>Public Infrastructure <u>Plan Review</u> Base Fee + pass thru engineering costs</p>
	<p>Public Infrastructure <u>Construction & Oversight Inspection</u> Base Fee + pass thru engineering costs; re-inspections charged at an hourly rate in accordance with the current City Council adopted fee schedule.</p>

SUBMITTAL PROCESS:

- If the project has not undergone a pre-development conference as part of a subdivision or commercial site plan, a pre-development conference will be required prior to application submittal.
- Construction plan submittal will require a meeting with a Planner or Engineering Tech to determine the completeness of the submittal. If staff is not available, it will be necessary to schedule an appointment.
- The base fees plus the estimated engineering review fees are due at the time of plan submittal. If more than 2 re-submittals are required, you will be charged an hourly rate for City staff time required in the review and processing of subsequent submittals in accordance with the current City Council adopted fee schedule along with any additional engineering pass-through fees.
- Complete submittals include all items in this checklist, the construction plan, construction checklist, and all other applicable City of Hayden standard drawings. Incomplete submittals will not be accepted. Once the submittal is accepted, staff will schedule a construction plan review conference with the affected agencies to work out any coordination issues related to required infrastructure improvements.
- Redlines of the initial submittal will be sent electronically to the engineer & the applicant as soon as they are available. Revised construction plans will not be accepted until the initial plan review is completed.
- When staff has completed the review, all required terms and conditions are satisfied, and the Construction Improvement Agreement is signed by the applicant, staff will schedule a Pre-Construction Meeting.



CONSTRUCTION PLAN REVIEW APPLICATION

Community & Economic Development Department
Public Works Department
8930 N Government Way Hayden, ID 83835
www.cityofhaydenid.us (208) 209-2022

To be completed by city staff:
Tracking #:
Date submitted:
Received by:

APPLICANT: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail Address: _____

PROPERTY OWNER: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail Address: _____

ENGINEER AND/OR ARCHITECT: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail Address: _____

UTILITY COMPANY SIGN-OFF: Construction Plans stamped and dated _____ have been delivered to:

Table with 4 columns: Utility Company, Date, Signatures/Email Documentation Provided, Contact #. Rows include Avista (Electric), Kootenai Electric, Frontier (Phone), Time Warner (Cable), and (Water Purveyor).

CERTIFICATION:

I understand that the Construction Plans must be approved and accepted by the City Engineer before I can begin construction and no building permits will be issued for lots depicted on the construction plans until the final plat has been recorded, a reproducible copy of the recorded plat has been received, and the interior monuments have been set in accordance with Idaho Code. Certificates of Occupancy will be granted only after the infrastructure has been accepted by the City Council and recorded by Kootenai County. Construction plans for subdivisions or subsequent phases of subdivisions or utility/infrastructure improvements not related to a subdivision must also comply with any conditions of approval imposed by the City Council as contained in a Master Development Agreement, Memorandum of Understanding or Construction Improvement Agreement.

I also understand that application fees are in accordance with the current City Council adopted fee schedule and that all additional fees, charges, pass-through engineering costs, legal advertising and postage are the sole responsibility of the applicant.

I hereby certify that I am the owner or contract buyer of the property upon which the subdivision is to be located or that I have been vested with the authority to act as agent for the owner or contract buyer. All the information, statements, attachments and exhibits transmitted herewith are true to the best of my knowledge.

DATED this _____ day of _____, 2015.

(signature) _____ (print name) _____

(signature) _____ (print name) _____

To be completed by city staff:
Check #: _____ Amount Paid: _____ Date: _____ Initials: _____

The City of Hayden provides services to its citizens without regard to race, religion, color, sex, age, national origin or disability.