Chapter 3: Engineering Plan Review Process

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1. General

A. All proposed developments in the City of Delaware are subject to review by the Public Works Department to verify conformance to current City design and construction standards, specifications, and regulations. The information contained herein is updated per the revision date on the cover, and should be considered to supersede all previous communications, documents, etc. This document should, however, be construed as supplemental to the Codified Ordinances of the City of Delaware.

B. All information is to be submitted to the City of Delaware, Public Works Department, Attention: Engineering. In some cases, a particular set of engineering plans may be reviewed by an engineering consultant review agency. In this event, an additional set of construction drawings, as outlined in the Submission Requirements section, is to be submitted.

C. It is the City's goal to review and comment on complete sets of construction documents in accordance with the Table below from date of submittal. If the documents are deemed incomplete, the applicant shall be notified in writing and shall have an opportunity to correct the deficiencies and resubmit the required plans for review. The city will not review partial plan submissions. All plans, calculations, and reports are to be signed and sealed by an engineer licensed in the State of Ohio. Each submittal shall be signed and sealed. Un-signed and un-sealed plans or documents will be deemed incomplete and may be returned to the design engineer without being reviewed. Plans are reviewed in the order received and pending workload, in general accordance with the following table:

Table 3-1: Review Times

Document	Submission	Review Time
Preliminary Technical Review	First Submission	2 weeks
Engineering Plans	First Submission	4 weeks
Engineering Plans	Subsequent Submissions	2 weeks
Stormwater Management Plans	Each Submission	2 weeks
Traffic Impact Study	Each Submission	4 weeks
Water Model	Each Submission	2 weeks
SWP3	Each Submission	2 weeks
Plan Revisions	Each Submission	1 week

D. If a Traffic Impact Study or Preliminary Stormwater Management Plan is required for the project, they shall be approved before the acceptance of final engineering plans will be accepted for review. After review of the submission by the Public Works Department or consultant review agency, the plan submitter will receive a set of written review comments specifying required plan changes, modifications, or additional information. A subsequent submission is required to confirm that required changes have been made. Each subsequent submission must be accompanied by a written item by item response to all comments. Comments that are ignored or "explained away" will cause the submission to be deemed incomplete and be returned to the design engineer. Questions regarding review comments are to be directed to the Project Engineer and will be addressed in a timely manner consistent with department workload. Once an

engineering plan is approved, a mylar copy of the title sheet must be submitted for appropriate city official signatures sized accordingly, ANSI D (22" x 34"). The signature routing process takes approximately two (2) weeks from receipt of the mylar.

2. Public Works Department Address

City of Delaware, Public Works Department
440 East William Street
Delaware, Ohio 43015
Phone: 740-203-1800 - Fax: 740-203-1749 - www.delawareohio.net

3. Plan Review and Construction Inspection Fees

City of Delaware Code establishes that the Public Works Department shall collect plan review and construction inspection fees for the cost associated in providing these services. Fees are calculated per the current code, and the current version of the Plan Review and Construction Inspections Fees Form (See Appendix), due at the time an engineering plan is submitted for review and approval by the City, and are non-refundable.

An itemized engineer's cost estimate is required to be submitted for all development projects. This includes, but is not limited to, roadway components, storm sewers, sanitary sewers, water lines, street lights, traffic signals, pavement markings, grading, sidewalks, bike paths, bridges, culverts, erosion and sediment control measures both temporary and permanent, etc., and delineated as either public or private infrastructure.

4. Limitations on Plan Approval

Significant construction of improvements must commence within three (3) years of final engineering plan approval. Engineering Plan approval shall expire if the improvements have not commenced in this time frame and the plans must be resubmitted for approval with all relevant fees. Furthermore, the resubmitted plans shall be updated to the most current City of Delaware design standards. Simply resubmitting previously approved plans will not suffice.

5. Submission Requirements

A. Initial Submission

The initial submission of an engineering plan for review must contain the items denoted below. Incomplete submittals will not be reviewed until all required materials have been received by the Public Works Department.

1. One (1) hard copy and a digital (pdf format) copy of the signed and sealed traffic impact analysis. The City can issue a Letter of Waiver if it is determined that a traffic impact study is not warranted due to site-specific conditions. This waiver must be requested in writing by the design engineer.
2. One (1) hard copy and a digital (pdf format) copy of the signed and sealed Storm Water Management Plan (including all calculations) based on the requirements set forth in this manual.
3. One (1) hard copy and a digital (pdf format) copy of signed and sealed domestic water supply hydraulic calculations (water model) demonstrating conformance to City's fire prevention regulations.

4. Three (3) hard copy sets and a digital (pdf format) copy of signed and sealed plans as further detailed below, submitted on ANSI D bond paper, is required. Subsequent submissions shall include 2 sets of signed sealed plans, as detailed here within, and a digital (PDF format) copy.
5. One (1) hard copy and a digital (pdf format) copy of signed and sealed storm sewer calculations including a tributary drainage map identifying all on and off-site areas tributary to each of the proposed storm sewer inlets. The tributary map shall be submitted on ANSI D bond paper.
6. One (1) hard copy set and a digital (pdf format) copy of signed and sealed sanitary sewer calculations. The sanitary tributary map is to be delineated on the title sheet of the plan set.
7. All plan review fees must be paid before the City will commence the review process.

B. Final Approval

The following items must be submitted before the project is approved and released for construction activities to begin. This list included herein is not intended to be all-inclusive. It is the responsibility of the designer to submit any additional agency approvals prior to the pre-construction meeting (ODOT, FAA, etc.)

1. One (1) hard copy and digital (pdf format) copy of Notice of Intent to Discharge Stormwater (NOI) application and OEPA response letter containing the OEPA tracking number for all developments greater than one (1) acre.
2. One (1) hard copy and digital (pdf format) copy of Permission to Install (PTI) public utilities application for projects extending all sanitary sewer utilities.
3. One (1) hard copy and digital (pdf format) copy of Water Supply Data Sheets (WSDS) and the OEPA Project Summary Sheets for projects extending all water supply utilities.
4. One (1) hard copy and digital (pdf format) copy of the Storm Water Pollution Prevention Plan (SWP3) plan including narrative, plan sheets, and erosion control details.
5. One (1) hard copy and a digital (pdf format) copy of the signed and sealed Storm Water Management Plan (including all calculations) based on the requirements set forth in this manual.
6. Four (4) hard copy sets and a digital (pdf format) copy of the design engineer signed and sealed plans, with a fully executed signature block, submitted on ANSI D bond paper, is required.

C. Construction Shop Drawing Submittals

Prior to commencement of construction activities, Shop Drawings shall be provided by the Developer or their contractor(s), or representative(s) to the City of the Delaware for review and approval per the City of Columbus CMS.
All shop drawing submittal packages should have clearly identified on a cover sheet the name and contact information of the submitting contractor, name of project, date of submission, number of pages included in package.

Shop Drawings required to be submitted include, but are not limited to, the following:

1. Sanitary:
    a. Structures
    b. Pipe
    c. Fittings
    d. Manhole encapsulation system (Wrapidseal)
    e. Frames/Grates/Covers

2. Storm:
    a. Structures
    b. Pipe
    c. Frames/Grates/Covers
3. Water:
    a. Pipe
    b. Tracer wire
    c. Connections
    d. Valves
    e. Valve boxes
    f. Meter box covers
    g. Curb stops, corporation stops
    h. Hydrants
    i. Fittings
    j. Accessories (glands, gaskets, bolts, and nuts)
    k. Couplings, clamps, and restraints
    l. Service saddles
    m. Service boxes

4. Lighting:
    a. Pull boxes
    b. Disconnects
    c. Controller
    d. Main Power Service
    e. Circuit Cable
    f. Cable in Pole
    g. Conduit

Additional shop drawings shall be provided as requested by the City of Delaware.

6. Design Exception Request

During the design and plan review process a Design Exception Request form shall be required for any significant design element that does not meet the requirements of the design guide or standard drawings. This form may be required at the discretion of the City

of Delaware, Public Works Department administrative and land development staff and is included in the Appendix of this document.

7. Procedures for Plan Revisions

A. The City of Delaware reserves the right to require any plan submitted for revision to be updated to the most current City of Delaware design standards. The City of Delaware reserves the right to perform a complete review of any plan submitted for revisions. Any errors or omissions not previously noted may be required to be corrected as a part of the revision process.

B. The following procedure is to be adhered to for all changes to the engineering plan set after the plans are approved. The purpose of the revision process is to account for unexpected field conditions and not for value engineering after the plan approval process. Value engineering is crucial, but it must be performed prior to final plan approval.

C. The engineer of record is to submit a draft of the requested changes with an accompanying written explanation to the Project Engineer. The proposed changes shall be clearly indicated in red. Changes should be numbered both in the revision block on the title sheet, the sheet title block where the revision occurs, and on the plan sheet itself, in close proximity to where the revision is being shown. The change number shall be inscribed in a triangle to help distinguish it from surrounding figures.

D. A review fee, as specified in the fees section of this document shall be submitted before the Public Works Department will review any proposed plan revisions.

E. Upon approval of the plan revision, the mylar title sheet shall be marked with the change and submitted to the Project Engineer for their approval.

The final step in the revision process is the submittal of four (4) complete, full size hard copies of the revised plan sheets, to the Public Works Department. If the revision entails changes to more than 25% of the plan sheets, four (4) complete hard copy sets shall be submitted. A digital copy (PDF format) shall also be submitted.