

## FINAL CONSTRUCTION AND INSPECTION CHECKLIST STAGE 5

**In addition to those items specified in Title 17, Articles 3 and 5 of the Subdivision Regulations; the following information must be addressed in the subdivision application, as applicable, for review by the  
City of Missoula, Public Works Department – Engineering Division**  
*(This list is not all inclusive, other information may also be required)*

Project Name: \_\_\_\_\_  
 City File No.: \_\_\_\_\_  
 Developer's Representative: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

All submitted construction drawings must include and reference the current version / latest revision of any / all applicable City of Missoula Standard Drawings. Prior to submittal, please review the City of Missoula website for current standard drawings;

*All construction must meet the requirements set forth in the City of Missoula Public Works Standards, standard drawings, policies, and Montana Public Works Standards*

### Standard Drawings

STANDARD DRAWING SECTION	STANDARD DRAWING NUMBER
Curbs, Sidewalks and Driveways	STD-1nn
Streets	STD-2nn
Sanitary Sewer	STD-3nn
Miscellaneous	STD-4nn
ADA and Parking	STD-5nn
Storm Drainage	STD-6nn
Traffic Control Plans	TC-nnn

*(All efforts are made to communicate revisions; however, standard drawings may be revised with or without notice)*

STAGE NUMBER	STAGE PROCESS
1	Sewer Availability
2	Sufficiency Review Checklist
3	Preliminary Construction Plan Review Checklist
4	Release for Construction (RFC) Plan Checklist
5	<b><i>Final Construction and Inspection Checklist</i></b>
6	Documentation, As-Built and Testing Checklist
7	Warranty Inspection Checklist

## SUBMITTAL DOCUMENTATION

### DEVELOPMENT / SUBDIVISION FINAL CONSTRUCTION DOCUMENTATION –

#### Stage 5

\_\_\_\_\_ All Sanitary/Storm Sewer Documentation / Testing Results – (Must also submit City Engineering required form Sewer Main Test Sheet ([Use this format](#)):

\_\_\_\_\_ TV

\_\_\_\_\_ Air

\_\_\_\_\_ Light / Lamping

\_\_\_\_\_ Mandrel / Deflection

\_\_\_\_\_ **Draft copy of service stub-out record drawings. USE CITY'S FORMAT / ELECTRONIC SUBMITTAL REQUIRED - WILL BE REJECTED IF NOT COMPLETED CORRECTLY** – legal, permit number, signature, date, etc. Contact City Engineering for more information. ([Administrative Rule 620 for Sanitary, STEP, and Storm Sewer](#)).

\_\_\_\_\_ One (1) copy of Developer Representative's completed / signed certified punch-list / Stage 5 Checklist

\_\_\_\_\_ Other

## SURFACE INFRASTRUCTURE

### STREETS & ALLEYS – Paving (including; Private Roads, Short Courts, Cul-de-sacs)

Stage 2, 3, 4, 5, 7

Refer to Article 3 of the City Subdivision Regulations or the Missoula City Public Works Standard Specifications for other projects

- \_\_\_\_\_ Public street / roadway
- \_\_\_\_\_ Private street / roadway / drive – shall be curbed
  - \_\_\_\_\_ Surface; sealed, honeycombed (open-graded), flushing, roller-marks, uniformity, clean, ponding
  - \_\_\_\_\_ Seams / Joints; visible, adequate compaction, workmanship, expansion joint placement
  - \_\_\_\_\_ Edge Grade; flush with concrete gutter – three-eighths (3/8”) inch maximum tolerance, must be flush at ADA accessible ramps
  - \_\_\_\_\_ Edge Alignment; flush with concrete gutter – three-eighths (3/8”) inch maximum tolerance
  - \_\_\_\_\_ Edge Alignment (no curb); shouldering
- \_\_\_\_\_ Cul-de-sac – verify constructed as per submitted and approved plans
- \_\_\_\_\_ Short court – verify constructed as per submitted and approved plans
- \_\_\_\_\_ Overflow parking – verify constructed as per submitted and approved plans
- \_\_\_\_\_ Sight obstruction / visibility triangles; NO structures permitted in visibility triangle
- \_\_\_\_\_ Bridges / Culverts – verify constructed as per submitted and approved plans
- \_\_\_\_\_ Temporary turn-around, required at phase break(s) – secured area; pin-down curbs, construction fencing, signage – see Signing and Striping Plan
- \_\_\_\_\_ Other

### Comments

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### TRAFFIC MANAGEMENT (must fully conform with MUTCD, FHWA and MT DOT)

Stage 2, 3, 4, 5, 7

Must satisfy all requirements for; location, design criteria, minimum radii, landscaping and irrigation, signing and striping, pedestrian facilities and maintenance agreements

- \_\_\_\_\_ Round-a-bout(s); location, design, functional; ADA compliance
  - \_\_\_\_\_ Constructed as designed; width, length, landscaping, etc.
- \_\_\_\_\_ Traffic circle(s); location, design, functional; ADA compliance

- \_\_\_\_\_ Constructed as designed; width, length, landscaping, etc.
- \_\_\_\_\_ Bulb-out(s); location, design, functional; ADA compliance
- \_\_\_\_\_ Constructed as designed; width, length, etc.
- \_\_\_\_\_ Mid-block pedestrian crossing(s); location, design, functional; ADA compliance
- \_\_\_\_\_ Constructed as designed; width, length, signing / striping, etc.
- \_\_\_\_\_ Chicane(s); location, design, functional compliance
- \_\_\_\_\_ Constructed as designed; width, length, etc.
- \_\_\_\_\_ Medians / island(s); location, design, functional compliance
- \_\_\_\_\_ Constructed as designed; width, length, etc.
- \_\_\_\_\_ Raised crosswalk(s); location, design, functional; ADA compliance
- \_\_\_\_\_ Constructed as designed; width, length, etc.
- \_\_\_\_\_ Speed table(s); location, design, functional; ADA compliance
- \_\_\_\_\_ Constructed as designed; width, length, etc.
- \_\_\_\_\_ Other

**Comments**

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**CURBING**

*Stage 2, 3, 4, 5, 7*

- \_\_\_\_\_ Location
- \_\_\_\_\_ Curb drainage; proper grade, ponding
- \_\_\_\_\_ Workmanship; straight alignment, verify profile, expansion / contraction joints, proper flow-line
- \_\_\_\_\_ Access points / curb cut(s); proper location, width, type: commercial / residential, transitions
- \_\_\_\_\_ Controlled access; right-in / right-out, 'pork-chop' islands, etc.
- \_\_\_\_\_ ADA compliance; location, width, ramps / grades, landings, cross-slope, transitions, etc.
- \_\_\_\_\_ Mail stop pull-out, bus pull-out, over-flow parking, etc.
- \_\_\_\_\_ Other

**Comments**

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**SIGNING AND STRIPING (must fully conform with MUTCD, FHWA and MT DOT)**

*Stage 3, 4, 5, 7*

- \_\_\_\_\_ Sign Plan; location, type, application, etc., per standard drawing
- \_\_\_\_\_ Sign material specifications; retro-reflectivity (high-intensity), dimensions - thickness, height, width, symbols, etc.
- \_\_\_\_\_ Sign mounting / base
- \_\_\_\_\_ Sign Text; wording / verbiage / message(s) / block numbers, etc.
- \_\_\_\_\_ Striping Plan; location, material, application, etc. – center line, fog line, skip line, stop bar, bicycle lane, messages, symbols, etc., per standard drawing

- \_\_\_\_\_ Striping Material Specifications; paint thickness (coverage), water-born epoxy, retro-reflectivity, color, glass bead application, etc. – no runs, thin areas, etc.
- \_\_\_\_\_ Traffic Control Devices (traffic signals); signal type, location, material, application, etc. – LED, lighted, properly sequenced, etc.
- \_\_\_\_\_ Other

**Comments**

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**DRIVEWAYS – Access / Approaches**

*Stage 2, 3, 4, 5, 7*

Refer to Article 3 of the City Subdivision Regulations or the Missoula City Public Works Standard Specifications for projects that are not subdivision related

- \_\_\_\_\_ Location (multiple / shared, public / private street / road / drive / alley, etc.)
- \_\_\_\_\_ Distance from intersection; minimum distance from intersection or crosswalk
- \_\_\_\_\_ Width of approach(es), curb cut, must be constructed perpendicular (ninety (90°) degrees) to the adjacent street
- \_\_\_\_\_ Grades; eight (8%) percent maximum
- \_\_\_\_\_ Cross-section; as applicable to driveways, drainage cuts / fills, base / asphalt / concrete depth
- \_\_\_\_\_ Construction cross-section specifications and design (curb thickness, base thickness, mix design, testing, type and location of pedestrian facilities / sidewalks)
- \_\_\_\_\_ Other

**Comments**

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**PEDESTRIAN ACCESS – Non-Motorized Facilities; Sidewalks, Trails, Bicycles**

*Stage 2, 3, 4, 5, 7*

- \_\_\_\_\_ Sidewalk design
  - \_\_\_\_\_ Location; both / one side(s) of street, other / additional location(s)
  - \_\_\_\_\_ Width, cross-section, material, etc. – standard drawings
  - \_\_\_\_\_ Sidewalk and boulevard width per approved construction plans
  - \_\_\_\_\_ Construction cross-section specifications and design ( concrete sidewalk thickness, base thickness, jointing, mix design, testing, type and location of pedestrian facilities / sidewalks)
  - \_\_\_\_\_ Backfill boulevard and adjacent to sidewalk
- \_\_\_\_\_ ADA compliance; location, width, ramps / grades, landings, cross-slope, detectible warning / truncated domes, etc.
- \_\_\_\_\_ Trail (width, location)
- \_\_\_\_\_ Connections; between on-site pedestrian facilities, parks, common area(s), with adjacent property(ies) / subdivision(s), etc.

- \_\_\_\_\_ Street-crossing (mid-block, bulb-out, etc.)
- \_\_\_\_\_ Bike lanes (width, location)
- \_\_\_\_\_ Bridges, non-motorized access; pedestrians, bicycles, trails, etc.
- \_\_\_\_\_ Other

**Comments**

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**PARKING – Overflow**

*Stage 2, 3, 4, 5, 7*

- \_\_\_\_\_ Location; distance from intersections, access, type; parallel, head in / back in, angled:  
90°, 60°, 45°
- \_\_\_\_\_ Dimensions; length, width
- \_\_\_\_\_ Grading and drainage
- \_\_\_\_\_ Parking signage
- \_\_\_\_\_ Pedestrian access; connection to sidewalks, trails, etc.
- \_\_\_\_\_ ADA compliance; width, ramps / grades, landings, cross-slope, etc.
- \_\_\_\_\_ Other

**Comments**

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**BUS STOPS**

*Stage 2, 3, 4, 5, 7*

- \_\_\_\_\_ Location; distance from intersections, signing, configuration, standard drawings
- \_\_\_\_\_ Pedestrian Access; connection to sidewalk, trails, etc.
- \_\_\_\_\_ ADA compliance; width, ramps / grades, landings, cross-slope, etc.
- \_\_\_\_\_ Other

**Comments**

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**CLUSTER MAIL BOX FACILITIES (U.S.P.S. Postmaster approval required)**

*Stage 2, 3, 4, 5*

- \_\_\_\_\_ Location
- \_\_\_\_\_ Mail stop pull-out
- \_\_\_\_\_ Pedestrian Access; connection to sidewalk, trails, etc.
- \_\_\_\_\_ ADA compliance; width, ramps / grades, landings, cross-slope, etc.
- \_\_\_\_\_ Documented Post Office concurrence with location / design, letter of approval
- \_\_\_\_\_ Other

**Comments**

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**STREET LIGHTS**

*Stage 2, 3, 4, 5*

- \_\_\_\_\_ Location, minimum; intersections, pedestrian crossings, mid block pedestrian crossings, etc.
- \_\_\_\_\_ Maintenance agreement; covenants
- \_\_\_\_\_ Compliance with Missoula Outdoor Lighting Ordinance – MMC 8.64
- \_\_\_\_\_ Other

**Comments**

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**SURFACE DRAINAGE**

*Stage 2, 3, 4, 5, 7*

- \_\_\_\_\_ Natural drainage; existence both on-site and off-site
- \_\_\_\_\_ Floodplain limits; as per current FIRM mapping
- \_\_\_\_\_ Riparian areas / zones
- \_\_\_\_\_ Storm drainage; calculations, on-site, off-site, collection / retention / detention, and source areas (see also ‘STORM SEWER’ section below in ‘UTILITY INFRASTRUCTURE’ review)
- \_\_\_\_\_ Surface drainage – existing and proposed; calculations, cross-sections, overflow, crossings: culvert / bridge sizing, vegetation, etc.
- \_\_\_\_\_ Surface drainage – project / development / subdivision / individual lots
  - \_\_\_\_\_ Swales: between lots and throughout project / development / subdivision
  - \_\_\_\_\_ Rain Gardens: between lots and throughout project / development / subdivision
  - \_\_\_\_\_ Shallow ground water storage systems: between lots and throughout project / development / subdivision
  - \_\_\_\_\_ Structures: inlets; beehive, grated, veined, etc.
  - \_\_\_\_\_ Covenants and maintenance agreements
  - \_\_\_\_\_ Building permit conditions / specific requirements for individual lots
  - \_\_\_\_\_ Other
- \_\_\_\_\_ Foundation drains (separate system for foundation drains on hillside development)
- \_\_\_\_\_ Maintenance; public / private, homeowner’s association, agreement(s)
- \_\_\_\_\_ Structures: inlets, sumps, manholes; location, design, capacity, etc.
- \_\_\_\_\_ Other

**Comments**

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**EROSION CONTROL (must fully conform with EPA and MT DEQ)**

Stage 2, 3, 4, 5, 7

*Applies to and is required by MT DEQ and the City of Missoula on any / all projects greater than one (1) acre in size – include any / all access routes in calculation of the one (1) acre threshold. SWPPP Permit fees are based on acreage of disturbance.*

**State of Montana AND City of Missoula SWPPP Permit  
are REQUIRED PRIOR to ANY  
site (project / development / subdivision) disturbance**

- \_\_\_\_\_ Montana DEQ Notice of Termination (NOT); one (1) copy required – *if / when applicable*
- \_\_\_\_\_ Montana DEQ Permit Transfer Notice (PTN); one (1) copy required – *if / when applicable*
- \_\_\_\_\_ SWPPP (Storm Water Pollution Prevention Plan) and City of Missoula SWPPP permit required, annual renewal of State and City SWPPP permits is also required;
- \_\_\_\_\_ Reference to and include City of Missoula standard drawings, where applicable
- \_\_\_\_\_ Apply specific treatments
- \_\_\_\_\_ Apply to specific locations
- \_\_\_\_\_ Include design specifications
- \_\_\_\_\_ BMP (Best Management Practices); specifications
- \_\_\_\_\_ Maintenance responsibility(ies); must remain in place and be maintained throughout the duration of all site development and individual lot construction up to seventy (70%) percent construction and / or re-vegetation of disturbed area
- \_\_\_\_\_ Other

**Comments**

**OTHER INFRASTRUCTURE REQUIREMENTS – (if applicable)**

Stage 5, 6, 7

If applicable, documentation (letter, email, photographs, etc.) is attached / included, that the following additional City of Missoula agencies and related interested parties have approved the pertinent requirements, including but NOT limited to:

- \_\_\_\_\_ City Parks and Recreation Department (*boulevard trees, sprinkler systems, parks, open spaces, etc.*)
- \_\_\_\_\_ City Fire Department (*fire protection / combustible construction, hydrants, equipment / fire truck access, etc.*)
- \_\_\_\_\_ City Police Department (*life safety issues, emergency services access, property and structure(s) visibility, etc.*)
- \_\_\_\_\_ City Building Division (*structure / construction, code requirements, etc.*)



- \_\_\_\_\_ Office of Planning and Grants (OPG) (*zoning, subdivision regulations, conditions of approval, boulevard improvements, floodplain administrator, etc.*)
- \_\_\_\_\_ City-County Health Department (*air quality, water quality, food service, etc.*)
- \_\_\_\_\_ Missoula Parking Commission (*Central Business District [CBD], University Parking District*)
- \_\_\_\_\_ Missoula County Public Works Department (*overlapping projects, generally dry-laid sanitary sewer*)
- \_\_\_\_\_ Mountain Line (*bus structures and access*)
- \_\_\_\_\_ Missoula Redevelopment Agency [MRA]
- \_\_\_\_\_ Montana Department of Transportation [MDT] (*Federal and State motor vehicle / transportation routes*)
- \_\_\_\_\_ University of Montana [UM] (*University related projects*)
- \_\_\_\_\_ Montana Rail Link [MRL]
- \_\_\_\_\_ Irrigation / Ditch Company District
- \_\_\_\_\_ Other

## UTILITY INFRASTRUCTURE

### SANITARY SEWER

Stage 2, 3, 4, 5, 7

- \_\_\_\_\_ Type (Gravity, S.T.E.P., Force, Dry lay)
- \_\_\_\_\_ State D.E.Q. approval letter
- \_\_\_\_\_ County review for additional county rules and regulations
- \_\_\_\_\_ Conformance to City, County and State specifications and requirements; thrust restraint on mains over 20% grade, ownership, etc.
- \_\_\_\_\_ Structures; location, access, include easements
- \_\_\_\_\_ Manholes; location, access, type
- \_\_\_\_\_ Gravity mains; location, sizing, profile, separation, specifications, calculations, etc.
- \_\_\_\_\_ Lift stations; location, sizing, access both to site and internal, security, specifications, etc.
- \_\_\_\_\_ Force mains; location, sizing, profile, ports, valves, etc.
- \_\_\_\_\_ S.T.E.P. systems and appurtenances designed and engineered for commercial use
- \_\_\_\_\_ S.T.E.P. mains; location, sizing, profiles, ports, valves, etc.
- \_\_\_\_\_ S.T.E.P. Tanks and appurtenances; residential, commercial and community
- \_\_\_\_\_ Floodplain requirements
- \_\_\_\_\_ Shallow groundwater requirements
- \_\_\_\_\_ Stub-outs; location, property marked
- \_\_\_\_\_ Specifications; pipe type(s), sizing, bedding, gradations, marking and compaction
- \_\_\_\_\_ Number and location (by lot) of stub-outs for auditing and permitting purposes
- \_\_\_\_\_ Other

#### Comments

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### STORM SEWER

Stage 2, 3, 4, 5, 7

- \_\_\_\_\_ Type (Gravity, S.T.E.P., Force, Dry lay)
- \_\_\_\_\_ Conformance with current E.P.A. and state (MT D.E.Q.) rules, regulations and practices
- \_\_\_\_\_ Mains; location, sizing, profile, separation, specifications, calculations, etc.
- \_\_\_\_\_ Appurtenances; manholes, inlets, grates, outfalls, diffusers, beehives, etc.
- \_\_\_\_\_ Access; appurtenances, collection / retention / detention systems, etc.
- \_\_\_\_\_ Specifications; pipe type(s), sizing, bedding, gradations, marking and compaction
- \_\_\_\_\_ Shallow groundwater requirements
- \_\_\_\_\_ Other

**Comments**

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**WATER (reviewed by Mountain Water Company and City Fire Department )**

*Stage 2, 3, 4, 5, 7*

- \_\_\_\_\_ Conformance with current state (MT D.E.Q.) rules, regulations and practices
- \_\_\_\_\_ Mains; size, location, valves, separation, etc.
- \_\_\_\_\_ Stub-outs; location, property marked
- \_\_\_\_\_ Fire protection; mains to structures: commercial, industrial and residential
- \_\_\_\_\_ Hydrants; location within 500 feet, clear zone, charged, verified and approved by Fire Department
- \_\_\_\_\_ Specifications; pipe type(s), sizing, bedding, gradations, marking and compaction
- \_\_\_\_\_ Other

**Comments**

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**LIGHT UTILITIES**

*Stage 2, 3, 4, 5, 7*

- \_\_\_\_\_ Master Plan
- \_\_\_\_\_ Gas; location, placement of related appurtenances, etc.
- \_\_\_\_\_ Electric; location, placement of related appurtenances, street lights, etc.
- \_\_\_\_\_ Communications – telephone, television, etc.; placement of related appurtenances
- \_\_\_\_\_ Other

**Comments**

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**APPLICANTS CERTIFICATION:**

All information has been reviewed by me and to the best of my knowledge all requirements have been satisfied and this submittal is true and accurate.

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Developer Representative's Signature

Date