

STAGE 3: PRELIMINARY CONSTRUCTION PLAN REVIEW

[Checklist Link](#)

City Links to Forms and Regulations

[Ordinance 3414](#) – Grading, Drainage, Erosion Control and Storm Water Pollution Prevention Plan (SWPPP). This City Ordinance went into effect on November 23, 2009.

[Administrative Rule 108](#) – Utility Plan Submittal Required Prior to Excavation Permit

[Administrative Rule 419](#) – Curb / Gutter Design and Construction Requirements

NOTES:

1. NEW REQUIREMENTS BY STATE DEQ, FEDERAL GASB34 AND EPA STORM WATER POLLUTION PREVENTION PROGRAM (SWPPP) AFFECT THIS STAGE.
2. IF THE PROJECT IS A CITY SUBDIVISION, ALL LOTS MUST HAVE AN ADDRESS ASSIGNED BY CITY ENGINEERING BY STAGE 4

STEP A: PRELIMINARY CONSTRUCTION PLAN REVIEW

If the project is a subdivision, plans shall adhere to Public Works standards and are also reviewed for conformance with the City Council approved preliminary plat conditions. For projects that are not subdivisions, refer to the Missoula City Public Works standard specifications. Regardless of the type of project, this is the step where preliminary plans are submitted.

1. All items required for this stage are listed on the **STAGE 3 CHECKLIST**. Be sure to submit required documentation and **complete and sign all sections of the checklist**. The following are reminders for what is required on the plans:
 - If the plans are for a subdivision they must contain lot lines, street names, and block numbers *in order to be addressed properly by Stage 4*.
 - If excavation is required for any mainline, primary, secondary or cable construction located within a public right-of-way or public utility easement, a utilities plan must be submitted and approved by the City Engineer, or designee, prior to permit issuance. See plan requirements per Administrative Rule 108 linked above.
 - Show on plans whether the utility is in a **private** utility easement or if it is in a **public** utility easement.
 - Show any public or private common service easements for stub-outs on the plans.
 - Also include the Book and Page #, or Plat, identifying where any existing recorded easements can be found.

2. STORM WATER POLLUTION PREVENTION PLAN (SWPPP) SUBMITTAL

- a. If Developer's Representative is submitting **Subdivision or Sewer Main Extension Plans**, the Developer or Developer's Representative is required to submit three (3) copies of the SWPPP, the Notice of Intent (NOI), and the approval letter from DEQ to the City for review and approval prior to ANY permit issuance or construction activity.
- b. In an effort to avoid paying transfer fees in the future, Developer shall sign all documentation and purchase and sign for the SWPPP permit. The SWPPP permit shall be purchased prior to purchasing any other project permits or beginning construction.

- c. If **Any Other Project or Development Plans** are being submitted, the Contractor shall submit five (5) copies of the SWPPP and the NOI from DEQ to the City for review and approval prior to ANY permit issuance or construction activity.
3. **ANY INCOMPLETE SUBMITTALS** will suspend the review process. If the City Engineer deems a submittal to be incomplete an email will be sent to Developer's Representative immediately.
4. **THE ABOVE PROCESS** could take place many times before preliminary construction plan approval is given, in which case a comment letter will be sent instead of an approval letter.
5. **ONCE PRELIMINARY CONSTRUCTION PLAN APPROVAL IS GIVEN**, the City Engineer prepares a Construction Plan Approval letter to the Developer's Representative.
6. **PROCEED TO STAGE 4**, Release for Construction and Building Permit Issuance.