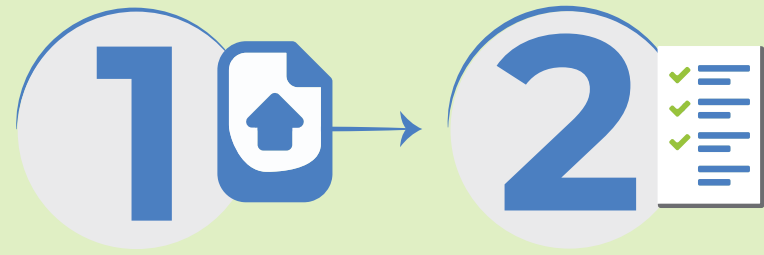


# City of Bozeman Public Infrastructure Review Process Road Map

Public infrastructure improvements such as sanitary sewer and water mains, fire water service lines to buildings, storm sewer mains, street and transportation improvements, and street lights must be approved by the City of Bozeman. The public infrastructure review process road map shown below summarizes the different stages of the process and highlights critical applicant actions associated with each review stage. For each individual stage, a separate guidance document can be downloaded, which provides greater detail on specific actions and submittal requirements for each stage. Reference Engineering webpage at [www.bozeman.net](http://www.bozeman.net) for more information.

## Planning Application Review



### 1 Concept Infrastructure Review

The Concept Infrastructure Review will occur during the Planning Pre-Application review such as a Subdivision Pre-Application, Concept Review, or Informal Review. **Stage 1 is submitted through the Planning application ProjectDox Portal.**

#### Applicant Actions:

- Provide a general layout of proposed public infrastructure improvements.
- Provide initial water and sewer demand estimates based on zoning.
- Provide initial information for placement or location of the site's stormwater management.
- Provide initial traffic demand estimates.
- Request application waivers, if applicable.

### 2 Preliminary Infrastructure Review

The Preliminary Infrastructure Review will occur during the planning application review such as a Subdivision Preliminary Plat, Site Plan, or Master Site Plan. **Stage 2 is submitted through the Planning application ProjectDox Portal.**

#### Applicant Actions:

- Provide a plan view layout of public infrastructure.
- Provide water, sewer, stormwater, traffic, and other required design reports.
- Requests for concurrent construction must be received with the comprehensive planning application.
- Request application waivers or provide approved waivers, if applicable.

## Engineering Application Review



### 3 Final Infrastructure Review

The Final Infrastructure Review will take place after the Planning application has been deemed adequate by the reviewing Engineer. **Stage 3 is submitted through the Engineering application ProjectDox Portal.**

#### Applicant Actions:

- Create a new project workflow in ProjectDox by selecting Engineering Infrastructure Review.
- Provide Infrastructure checklist items.
- Provide detailed plan, profile, and specifications for proposed public infrastructure improvements certified by a professional Engineer licensed in the state of Montana.
- Request application waivers, if applicable.

### 4 Engineering Permit Submittal

The Engineering Permit Submittal can take place at the same time as Stage 3. Typically this occurs once a contractor has been selected. **Stage 4 is submitted through the Engineering application ProjectDox Portal.**

#### Applicant Actions:

- Create a new project workflow in ProjectDox by selecting Engineering Permit Review.
- Submit application for applicable City of Bozeman Engineering permits (i.e. Street Cut, Encroachment, etc.) associated with the Stage 3 Final Infrastructure Review submittal.

### 5 Pre-Construction Submittal Review and Meeting

The Pre-Construction (Pre-Con) Submittal Review and Meeting will take place after an infrastructure approval letter has been issued for Stage 3. If applicable, Stage 4 permits have been approved and issued. **Stage 5 is submitted through the Engineering application ProjectDox Portal.**

#### Applicant Actions:

- Provide Pre-Con checklist items.
- Schedule meeting with City assigned review Engineer and provide Pre-Con meeting agenda.
- Provide final Pre-Con meeting minutes to all meeting attendees and address any City changes identified at the Pre-Con meeting.

## Infrastructure Construction, Close-out, and Warranty Review



### 6 Construction Changes/Revisions

Construction Changes or Revisions are only applicable to review and document significant field changes. **Stage 6 is submitted in the Engineering ProjectDox portal.** These reviews take place prior to installation of changes.

#### Applicant Actions:

- Contact the City assigned review Engineer concerning significant field changes.
- Upload and submit updated drawings and specifications to ProjectDox.
- Implement approved changes.

### 7 Pre-Pavement Walk-through

The Pre-Pavement (Pre-Pave) Walk-through is only applicable for paving that will be publicly maintained. The walk-through will occur after curb and gutter have been installed. **Stage 7 is coordinated directly with the City assigned review Engineer.**

#### Applicant Actions:

- Schedule a Pre-Pave walk-through with the City assigned review Engineer **one (1) week before** the desired walk-through.
- Complete the Pre-Pave walk-through with the City assigned review Engineer.
- Provide compaction testing and proctors public infrastructure.
- Resolve the identified punch list items.

### 8 Final Inspection

The Final Inspection takes place after all public infrastructure has been completely installed in accordance with approved plans. **Stage 8 is coordinated directly with the City assigned review Engineer.**

#### Applicant Actions:

- Request a final inspection walk-through **one (1) week before** the desired date.\*
- Complete a final inspection walk-through.
- Provide a final inspection punch list to the City assigned review Engineer, post-inspection.
- Provide proof of punch list resolutions to City assigned review Engineer prior to final acceptance.

\* Note: Prior to the scheduled final inspection walk-through date, all public infrastructure must be completely accessible with no storage of materials or snow affecting the ability to inspect the infrastructure.

### 9 Final Acceptance

Final Acceptance takes place after a complete closeout procedure. **Stage 9 is submitted in the Engineering ProjectDox portal.**

#### Applicant Actions:

- Create a closeout project workflow in ProjectDox by selecting Engineering Infrastructure Closeout.
- Submit stamped and signed final record drawings. Record drawings must be certified by a professional Engineer licensed in the State of Montana.
- Submit all required project closeout documents as required in the City of Bozeman Design and Construction Standards.

### 10 Two-Year Warranty Inspection

The City will schedule a two-year warranty inspection walk-through not less than 75 days, or more than 120 days prior to the expiration of the maintenance bond. **Stage 10 is provided directly to the City assigned review Engineer.**

#### Applicant Actions:

- Attend the two-year warranty walk-through with the City representative.
- Provide a two-year warranty punch list to the City representative, if applicable.
- Provide proof of punch list resolutions to City assigned review Engineer prior to final two-year warranty inspection acceptance.