



Pre-construction Meeting Criteria Checklist

V1.0

PRECONSTRUCTION MEETING CRITERIA CHECKLIST

PROJECT NAME: _____

PROJECT TYPE: _____
 (water, sanitary sewer, storm sewer, streets)

OWNER/DEVELOPER: _____

ENGINEER: _____

CONTRACTOR: _____

PRECONSTRUCTION MEETING SUBMITTALS CHECKLIST

All applicable materials must be submitted. Missing materials will deem the submittal inadequate. In order to properly review the preconstruction submittal package and coordinate with other departments, please submit at least **ONE WEEK** in advance of the meeting.

REQUIRED SUBMITTAL	REQUIRED	DATE ACQUIRED	COMMENTS
Approved Plans & Specifications: <ul style="list-style-type: none"> • City of Bozeman (COB) • Montana Department of Environmental Quality (MDEQ) • Montana Department of Transportation (MDOT) 			Approval letters and hardcopies of approved plans & specifications shall be submitted.
Dedicated Easements			A hardcopy of the recorded easement must be submitted**
Abandoned Easements			A hardcopy of the recorded easement must be submitted**
Shop/Fabrication Drawings			Shop/Fabrication Drawings shall bear Engineer's approval when submitted.
Traffic Control Plan			Submit with Street Cut, Utility or Encroachment Permit Application
Project Schedule			

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Copy of Contractor's Bonds Payment Bond Performance Bond			Bonds shall be in effect until 2 yrs after the date of final completion and acceptance by the City.
Copy of Contractor's Insurance			Submit with Street Cut, Utility or Encroachment Permit Application
PERMITS: Dewatering Discharge Permit Authorization (MDEQ) *			
310 Permit/SP 124 Permit (Gallatin Conservation District/Fish Wildlife and Parks) *			
404 Permit (Army Corps of Engineers) *			
Stormwater Pollution Prevention Plan Confirmation Letter (COB/MDEQ*)			
Street Cut Permit (COB/County) *			
Utility Occupancy Permit (MDOT/County) *			
Encroachment Permit (COB)*			
Flood Plain (COB) *			
REQUESTED MEETING DATE: _____			
<i>(Meeting will not be scheduled until <u>all</u> above applicable submittals are received.)</i>			
* Note: To be determined by design engineer.			
**For public easements the review engineer may allow the pre-construction meeting to be scheduled if the executed original easement has been scheduled for the City Commission's consent agenda but not recorded.			