



## Stage 3: Final Infrastructure Review Submittal Guidelines

The following document is for guidance purposes only. The Applicant shall read and understand the relevant references listed below.

### General Requirements

The following are the general requirements that all plans and reports must conform with. Projects not complying with this section will not proceed beyond PRE-SCREEN and will not be assigned a City review Engineer.

1. Infrastructure submittals associated with community development applications must be deemed adequate by the City review Engineer prior to infrastructure submittal.
2. All infrastructure plans associated with the project must be submitted at the same time. Separate infrastructure approvals will not be granted for portions of the design (without prior arrangement with the City review Engineer).
3. All plans, reports, and specifications submitted for review and approval must be stamped, signed, and dated by a Professional Engineer licensed in the State of Montana.
4. Separate plans must be submitted for water facilities and sanitary sewer facilities. Plans for storm water facilities may be included with plans for street facilities.
5. Water mains, sanitary sewer mains, storm water mains, fire services, water services four (4) inches and larger, and sewer services must have both plan and profile views of the proposed improvements.
6. A general location map (Cover Sheet) must be provided showing the relationship of each page to the overall development.
7. The project datum must be clearly identified. NAVD88/State Plane must be used.
8. The City of Bozeman has adopted *Montana Public Works Standard Specifications* (MPWSS) as the standard specifications for new construction. A separate document, *City of Bozeman Modifications to MPWSS* has been adopted, which supplements and supersedes MPWSS. All project manuals must incorporate, preferably by reference, MPWSS (latest adopted edition) and the *City of Bozeman Modifications to MPWSS*, including any addenda.
9. The following general notes must appear on all utility plan sets:
  - a. All construction will conform to MPWSS, (Latest) Edition, and *City of Bozeman Modifications to MPWSS*.
  - b. Any existing or new valves which control the City of Bozeman's water supply must be operated by City of Bozeman personnel only.
  - c. The Contractor must notify the City of Bozeman Water Department a minimum of 24-hours prior to beginning any work.
  - d. Contractor must field-verify line and grade of existing connections.

## Filing and Naming Criteria

The software has underlying data features that will not work if the following requirements are not fulfilled. Projects not complying with this section will not proceed beyond PRE-SCREEN and will not be assigned a reviewer. Please carefully review the following paragraphs before uploading project files.

### Approval Stamping Area

Upon final City approval, all plan sheets will be stamped with a City of Bozeman Approval Stamp in the perimeter border area. Approved plan sheets along with an official City of Bozeman approval letter will be placed in the "Approved" folder, and the applicant will be notified that the review has been completed and approved.

### Uploading Files

The following folders will be available for the applicant to submit drawings and documents.

- "Drawings Folder" – The applicant must upload plan sheets to be reviewed.
- "Documents Folder" – The applicant must upload reports, specifications, and other applicable supporting documents to be reviewed.

## File Naming Requirements

Project file names must be easily identified and match the order of the plan set index. The file naming protocols must comply and complete with the submittal.

1. Files to be uploaded into the "Drawings Folder:"
  - a. Upload all design drawings into the ProjectDox "Drawings Folder."
  - b. Plans sheets must be either 24-inches by 36-inches or 22-inches by 34-inches in size.
  - c. Plans must be digitally created PDFs. Scans of plans or plans that are not clearly legible will be rejected.
  - d. Each plan sheet must be uploaded as a **single** individual file.
  - e. Each file name must meet the following criteria.
    - i. The entire file name **must not exceed 30 characters**, including spaces.
    - ii. The file name must start with a 3-digit number sheet beginning with "001."
    - iii. The name must also include a brief description of the content of the file.
    - iv. Invalid characters for file names include: / ? < > \ : \* | or any character you can type with the CTRL key.

Example:

Drawing Sheet Description	ProjectDox Drawing File Name
Cover Sheet	001 C0.1 Cover Sheet
General Utility Layout	002 C0.2 Utility Layout
Water Plan and Profile	003 C1.0 Water
Sewer Plan and Profile	004 C2.0 Sewer
Street and Stormwater Plan and Profile	005 C3.0 Street and Storm
Civil Details Sheet	006 C4.0 Details

- v. The software will organize the drawings based on the beginning of the file name. Please consider the intended sequencing of the plan sheets when naming the files.
2. Files to be uploaded into the "Documents Folder:"
    - a. Upload all design reports and other supporting documents into the ProjectDox "Documents Folder."
    - b. Documents may be any size.
    - c. Documents may be scanned. However, please ensure the scans are legible for review.
    - d. Document file names must meet the following criteria:
      - i. The entire file name **must not exceed 30 characters**, including spaces.
      - i. The file name must start with a 3-digit document number beginning with "200."
      - ii. The name must also include a brief description of the content of the file.

Example:

Document Description	ProjectDox Document File Name
Completed Stage 3 Submittal Form	200 Stage 3 Submittal Form
Water Report	201 Water Report
Sewer Report	202 Sewer Report
Storm Report	203 Storm Report
Pavement Report	204 Pavement Report

3. Revisions / Resubmittals
  - a. If a review requires corrections, the Applicant will be notified of the necessary corrections. Revisions/Resubmittals will follow the same process as outlined above. Corrected or revised submissions of previously submitted files must use the exact same name as the original file. The software will indicate that there is a new version.
  - b. If a totally new sheet needs to be inserted between sheets 004 and 005, for example, the new sheet can be named 004A to maintain the desired order of the files.

## Deviation Requests

If deviations to applicable standards are requested, the Applicant must provide a written deviation request. The request must site the applicable standard being deviated from and discuss the hardship to

comply with the standard. Deviations requests must be requested via a separate narrative (certified by a Professional Engineer) and provided in the documents folder.

These guidelines are critical to ensuring your review is completed in a timely manner. To complete the upload process, you MUST complete your Workflow Portals task in ProjectDox.

### Relevant References

- City of Bozeman Design and Construction Standards
- City of Bozeman Municipal Code
- City Water and Wastewater Facilities Plan
- City Stormwater Master Plan
- City of Bozeman Transportation Master Plan

### City of Bozeman Contact Information

Department of Transportation & Engineering  
20 East Olive  
Bozeman, Montana 59715  
406-582-2260