



Stage 3: Final Infrastructure Review Guidance Document

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

Description

Stage 3 is the final review and approval step for all proposed construction documents for new additions or modifications to existing public infrastructure including water, sewer, storm, streets, and lighting. Specific infrastructure requirements for Stage 3 are generally identified and defined during Stage 2 (Preliminary Infrastructure Review).

Stage 3 follows the completion of Stage 2 and begins with the Applicant initiating the review process via the ProjectDox Engineering Portal. The Applicant must create an account on the City's website and create a new project workflow, specifically under the Engineering tab, by clicking on "Engineering Infrastructure Review." The process cannot begin until the planning project associated with the proposed infrastructure submittal no longer has any outstanding comments or has been deemed adequate by the assigned City Review Engineer.

All final infrastructure design must be submitted as a comprehensive package and include all public infrastructure associated with a project (i.e., water, sewer, stormwater, streets, etc.) to ensure a comprehensive and holistic review. Separate infrastructure approvals will not be granted for portions of the design without prior arrangement with the City Review Engineer. Incomplete submittals will suspend the review process and they will be returned for resubmittal. If a resubmittal is required, all comments must either be corrected or include a written response to justify the proposal.

General Information

- The submittal shall comply with the Bozeman Municipal Code and the Community Development Department guidance and submittal criteria. Please visit the Community Development Department webpage for helpful tools and links.
- If the applicant cannot satisfy a standard, a deviation must be requested, or the applicant must explain why that section of the standard is not applicable. All deviation requests must be justified by the design engineer and be supported with appropriate documentation.
- Many locations (even undeveloped property) within the City are subject to previously approved design reports. Examples of these typically include sewer, lift station, water, storm, or transportation impacts submitted via Subdivision, Master Site Plan, or Planned Development Zoning (PDZ) applications. Projects subject to these design reports shall provide them with the concept submittal.
- Please visit the City's infrastructure viewer to familiarize yourself with the existing infrastructure surrounding the proposed development as well as any facility plan recommendations and

existing record drawings. The infrastructure viewer can be viewed by selecting public works from the city's GIS-Mapping page.

Applicant Actions

- Create a new project workflow in ProjectDox by selecting Engineering Infrastructure Review.
- Review Stage 3 "Submittal Guidelines" document.
- Complete and submit the Stage 3 submittal form and provide this form with your submittal package.
- Provide infrastructure checklist items including but not limited to plans, specifications, and design reports.
- Provide detailed plan, profile, and specifications for proposed public infrastructure improvements certified by a professional Engineer licensed in the state of Montana.
- Request deviations, if applicable.
- If corrections are required, the applicant will receive an email notification that the submittal requires correction. The applicant must make the necessary corrections and revise and resubmit the package.
- The Applicant must respond to the Applicant's tasks through ProjectDox, as necessary, to ensure that review process continues forward. The Applicant will be notified of tasks via email, and any outstanding tasks will appear on the Applicant's ProjectDox tab online.

City Actions

- The City will pre-screen the Applicant's infrastructure submittal package to ensure the Applicant has provided a complete package and has uploaded the files correctly. The pre-screen review includes proper naming, filing, and sizing conventions.
- Once deemed adequate in pre-screen, a City Review Engineer will be assigned to the project and the review process will begin.
- The City Review Engineer will review the infrastructure package to determine if the submittal is in conformance with City standards. If corrections are required, the Applicant will receive an email notification that the submittal requires corrections.

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

Next Steps

If applicable, the Applicant will proceed to Stage 4 of the Engineering Infrastructure Review Process, “Engineering Permit Submittal.” If the applicant does not require any engineering permits, the applicant will proceed to Stage 5 of the Engineering Infrastructure Review Process, “ Pre-Construction Submittal Review and Meeting.”

City of Bozeman Contact Information

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