

**PROCEDURE FOR REVIEW AND APPROVAL
OF PLANS FOR PUBLIC IMPROVEMENTS
CITY OF JEFFERSON, MISSOURI**

- I. Two (2) sets of necessary documents, once a document checklist is completed, are to be submitted to the Department of Public Works and the Department of Planning and Protective Services for review.
- II. The submittal will be reviewed for completeness.
 - A. If all necessary documents are not included, the engineer will be notified that the submittal is incomplete and cannot be reviewed.
 - B. Once all necessary documents are submitted, the review process will begin. For plans that do not require a large number of corrections, the initial review process can generally be completed within four (4) weeks.
- III. The contents of the submittal will be reviewed for compliance with City requirements.
 - A. Minor changes and required additions will be indicated in a review comments letter. The engineer will be notified by email and a copy of the review comments letter will be attached.
 - B. If a plan requires major revision, the review process will end and the engineer will be notified by email with a copy of the review comments letter attached.
- IV. The previous step will continue until the plan is ready for approval. Subsequent reviews should generally be completed within two (2) weeks.
- V. Easements and right-of-way deeds.
 - A. The Consultant must obtain City concurrence before dedicating any easements and/or right-of-way.
 - B. The legal description of same shall be submitted with improvement plans and must be approved before documents are recorded. The City will record documents associated with the project. Appropriate fees for recording will be determined during the review.
 - C. Documents must be given to the Department of Public Works to be recorded before a plan can be approved.

- D. Right-of-way will generally be dedicated by plats.

VI. Plats

- A. Public improvement plans shall be submitted concurrently with the plat.
- B. Public improvement plans must be approved before the plat will be signed by the Director of Public Works.

VII. Approval of plans

- A. The engineer shall submit two (2) sets of the original plans and the necessary original signed easement and right-of-way dedication documents for recording, with associated recording fees. One (1) signed original set will be returned to the engineer for archiving and job use.
- B. The signature of the Director of Public Works signifies formal approval.
- C. The Department of Public Works will make appropriate copies of the approved original and notify the engineer.

VIII. Construction

- A. Construction staking shall be done from an approved plan ONLY.
- B. The owner shall be responsible for notifying the Department of Public Works that construction will begin at least three (3) working days in advance.
- C. If construction is not accomplished within two years of the date of approval of the plans, the plans must then be brought up to current standards with subsequent resubmittal, review and re-approval before construction begins.

