

Douglas County Transportation and Land Services

Plans Preparation Guidelines

Note to the Project Proponent and Design Professional(s):

These Plans Preparation Guidelines and associated checklist(s) are intended to help you in obtaining County acceptance of the transportation and storm water drainage improvements required for your project. The requirements for these improvements are publicly available and are contained in two documents; the **County Code** and the **Comprehensive Road Standards**, which are available on the County's website at **www.douglascountywa.net**. Preliminary and/or progress review submittals for private development projects are generally discouraged and may add unnecessary costs and delays to your project. By utilizing the submittal checklist(s) provided and the standards available to the public, only one review submittal should be needed in most cases. Questions regarding the applicability and/or clarifications of the various standards are best referred to County staff before submitting plans and related documents for review and acceptance by the County. Suggestions on how we can improve our services relative to your project are always welcomed.

Review Submittals:

(See Attached Plans Preparation Checklist - pending)

For a complete discussion of the requirements refer to 12.55.040 Submittal Procedure of the Road Standards.

Please include:

- Three (3) complete sets of plans.
- Three (3) complete sets of drainage calculations.
- Three (3) complete sets of supporting information.

Plans and supporting technical reports shall be signed and stamped by the engineer.

If corrections are required, the County will return comments and/or redlined prints indicating necessary corrections. The redlined prints shall be returned with any re-submittals.

Re-submittals shall also contain three (3) complete sets of corrected plans and other supporting information.

Acceptance of Plans:

Upon acceptance of the construction plans by the County Engineer, an original Mylar (or approved substitute) shall be signed and returned to the proponent's engineer. The following shall be provided to the County for its use during construction:

- One (1) reproducible Mylar (or substitute original) with the engineer's registration stamp and signature.
- Two (2) complete sets of prints of the accepted plans.
- One complete set of supporting documentation.

When plans are prepared in an electronic format (such as AutoCAD), the engineer shall provide electronic data files to the County.

- A clearly labeled CD containing a .DWG file is acceptable.

When any of the improvements are required to be secured by a performance surety, the **proponent shall provide:**

- A quantity take-off for the proposed construction.
- A unit price cost estimate for the proposed construction. *(Refer to 12.50.110 Performance Assurance)*

Plans are required to be accepted by the County Engineer **PRIOR TO THE START OF CONSTRUCTION**.

Quality Assurance During Construction:

The proponent is responsible for scheduling a **pre-construction conference** with the County. (Road Standards 12.56.050 B.)

The proponent is responsible for providing all **temporary traffic control** needed for the project. (Road Standards 12.56.070.)

The proponent is responsible for installing the **informational sign(s)** for the site as required. (Road Standards 12.56.100.)

Prior to release of the performance surety by the County, the Proponent will need to: (Road Standards 12.55.060.)

- **Provide copies of all quality control test reports from an approved materials testing laboratory** for all roads to be included in the County's public transportation system. The proposed schedule for testing and the laboratory must be approved by the County Engineer before the start of construction. (Road Stds. 12.57.050.)
- **Provide a written certification from the engineer of record** that the improvements have been completed in substantial conformance with the approved plans; that the required on-site inspections have been carried out; and that the quality control testing has been performed as required for the project.
- **Provide as-built plans** for the project. The as-built plans must be clearly labeled and signed by the registered professional engineer of record. One (1) reproducible set of as-built plan Mylars (or approved substitute) and a copy of the electronic data files on a CD are required by the County.
- **Provide a written certification from proponent's licensed land surveyor** that all ROW monuments and property corners as indicated on the plat have been set and are in good condition prior to approval of the final plat. (Road Standards 12.57.040.)
- **Provide a copy of the letter of acceptance by the appropriate fire protection authority.**
- **Provide copies of letters of acceptance from all affected utility companies**, special districts, or town for all utilities and roads constructed.

Prior to final acceptance, the County Engineer (or designated staff) and Proponent's engineer shall conduct a joint on-site visit to determine the completeness of the project. The Proponent is responsible for scheduling this joint site visit with the County.

Warranty Assurance After Construction is Complete: Upon acceptance of the improvements by the County, an 18 month warranty period shall commence per DCC 14.90 and Section 12.50.110 of the Comprehensive Road Standards.