



GETTING STARTED.....

FINDING WHAT YOU NEED.....

Engineering Construction Drawing Process

Once a planning project has been to the Planning and Zoning Commission (P&Z) the owner may submit Civil Drawings for review. Landscape and irrigation plans should be a separate plan set from civil plans for all submittals.

Below is a list of the required submittals. All electronic submittals should be submitted at the following link, [Engineering Submittals](#), and followed up with an email to the responsible Broomfield Review Engineer notifying them of the upload.

- ★ All materials, drawings, plans, and/or documents submitted for this approval become public record and may be released to the public.

First Submittal

- One (1) 11" by 17" copy of Construction Drawing plan set ;
- One (1) hard copy of Final Drainage Report;
- One (1) digital copy (pdf) 11" by 17" plan set (scaled 22" by 34" is acceptable). Plans should be submitted at the following link, [Engineering Submittals](#), and followed up with an email to the responsible Broomfield Review Engineer notifying them of the upload;
- One (1) digital copy (pdf) of all (Drainage, Utilities, Geotech & Traffic) Final Engineering Reports (Signed and Sealed) per [Broomfield Standards and Specifications](#). Reports should be submitted at the following link, [Engineering Submittals](#), and followed up with an email to the responsible Broomfield Review Engineer notifying them of the upload.

Resubmittal

Upon resubmittal, please provide the following:

- One (1) 11" by 17" copy of the revised plan set;
 - One (1) hard copy of revised Final Drainage Report;
 - One (1) digital copy (pdf) 11" by 17" (scaled 22" by 34" is acceptable) of the revised plan set. Plans should be submitted at the following link, [Engineering Submittals](#), and followed up with an email to the responsible Broomfield Review Engineer notifying them of the upload;
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Engineering Construction Drawing Process Continued

Resubmittal (Continued)

- One (1) digital copy (pdf) of the redline comment response letter and/or set of green line.
- One (1) digital copy (pdf) of revised Drainage Report (**Signed and Sealed**) per Broomfield Standards and Specifications. Reports should be submitted at the following link, [Engineering Submittals](#), and followed up with an email to the responsible Broomfield Review Engineer notifying them of the upload.

Plan Finalization

Upon plan finalization, please provide the following:

- One (1) electronic 11” by 17” plan set (scaled 22” by 34” is acceptable), signed and sealed by a Colorado Registered Professional Engineer, for signature by the City Engineer to be returned to the Developer. Plans should be submitted at the following link, [Engineering Submittals](#), and followed up with an email to the responsible Broomfield Review Engineer notifying them of the upload.
- Stormwater Management Plan (SWMP) in accordance with Broomfield Stormwater Standards for review/approval by the Broomfield Stormwater Division. Coordinate with the Broomfield Stormwater Division (303.464.5648), to determine the specific site requirements.
- One (1) unlocked AutoCAD digital copy of the Final construction drawings. Confirm version acceptability with Broomfield’s GIS Division. “X-Referenced” files shall be tied to Broomfield’s GPS network system.

Construction

Once construction drawings have been approved and signed by the City and County Engineer, and prior to beginning work, the contractor needs to:

- Submit the fees pursuant to the Special Provisions of the Improvement Agreement.
- Submit a Letter of Credit for the improvements listed in Exhibit C of the Improvement Agreement.
- Be issued a Grading Permit and Over-excavation Permit, if required. Permits can be found on the Broomfield website at the following link [Broomfield Engineering Permits](#).





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Engineering Construction Drawing Process Continued

Construction (Continued)

- Stormwater Management Plan (SWMP) in accordance with Broomfield Stormwater Standards for review/approval by the Broomfield Stormwater Division. Coordinate with the Broomfield Stormwater Division (303.464.5648), to determine the specific site requirements.
- Submit the [Wildlife and Environmental Clearance Letter](#) from an environmental consultant for review/approval by the Broomfield Open Space and Trails Division, **not more than 20 days** prior to the anticipated start date of construction.
- If Prairie Dogs are present on site submit a Prairie Dog Mitigation Plan and applicable permits for review/approval by the Broomfield Open Space & Trails Division [Broomfield Prairie Dog Policy](#)
- Oil and Gas Wells Production Site Abandonment, if required. Certification should be in accordance with Ordinance 1698;
- Be issued a Public/Private Improvements Permit. Permits can be found on the Broomfield website at the following link [Broomfield Engineering Permits](#).
- Have an approved designated truck route for construction traffic prior to the issuance of a grading or PPIP Permit.
 - Have an approved Traffic Control Plan (TCP) for any work completed on Public ROW.
 - Recorded easement documents for any easements dedicated by separate instrument.
 - Attend a Pre-Construction Meeting with inspection supervisor Hans Jorgensen. (A meeting request can be made after construction plan approval and permit approval by contacting Hans Jorgensen at 303.438.6378.)

Other Construction Submittals

- Submit a Final Pavement Design Report following the installation of utilities and prior to the placement of subgrade, road base and asphalt (including curb and gutter).
 - Submit a Building Permit for any retaining wall over 3' in height.
 - Submit a Utility Tap Order Permit. Permits can be found on the Broomfield website at the following link [Broomfield Engineering Permits](#).
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