



# GETTING STARTED.....

## FINDING WHAT YOU NEED.....

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### Engineering Construction Drawing Process

#### First Submittal

- One (1) digital copy (pdf) of all Final Engineering Reports (Sign and Sealed) per [Broomfield Standards and Specifications](#).
- One (1) Hard copy of all Final Engineering Reports (Sign and Sealed).
- Two (2) 11" x 17" copies of the plan set.
- One (1) digital copy (pdf) of the plan set.

#### Revised Construction Drawings

- Two (2) 11" x 17" copies of the revised plan set.
- Two (2) copies of a letter to include typed Broomfield written and redline comments and responses indicating how each comment/redline was addressed, including an explanation of any revisions/additions/deletions which were not part of the redlines.
- All previous Redlines (if not electronic).
- One (1) digital copy (pdf) of the plan set.
- One (1) digital copy (pdf) cost estimate of private cost related to site work This is a new requirement is required for tax purposes. This number is not required on the plans but will be required on the PPIP. The following is how the cost will be broke out on the PPIP.

Private utilities (service lines, private storm)  
 Asphalt  
 Concrete (curb & gutter, sidewalks etc.)  
 Landscape/Irrigation  
 Site Furnishings

\* Upon finalization of the plan set, one (1) electronic, unlocked AutoCAD digital copy of the final construction drawing must be submitted. Confirm version acceptability with Broomfield's GIS Division. All sheets must be in AutoCAD format, exactly as printed, including all X-Refs and Image-Refs. All files shall be tied to Broomfield's GPS network system.

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

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#### Engineering Construction Drawing Process Continued

##### 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](#).
  - Stormwater Management Plan (SWMP) in accordance with Broomfield Stormwater Standards for review/approval by the Broomfield Stormwater Division. Coordinate with Dennis Rodriguez, 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 - Certification in accordance with Ordinance 1698.
  - Be issued a Public/Private Improvement Permit. Permits can be found on the Broomfield website at the following link [Broomfield Engineering Permits](#).
  - Pay construction use tax in accordance with Broomfield Municipal Code 3-08-040 and 3-08-050.
  - 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).
  - 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.
  - Submit a Utility Tap Order Permit. Permits can be found on the Broomfield website at the following link [Broomfield Engineering Permits](#).
  - Submit a Building Permit for any retaining wall over 3' in height.
  - 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.).
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