

## City of Longview Submittal Procedures 2008

A transmittal form shall accompany each material or shop drawing submittal. The contractor or developer shall use the RAM (Request for Approval of Materials) form for all material submittals. All submittals shall include the requested use for each material being submitted on such as water main, water service, sewer main, sewer service, etc. It is requested that the complete set of submittals be received during the first submittal for the project.

For public improvements within private developments submit first to the developer and the engineer of record for their review and approval prior to submitting to the City Public Works Department.


For private improvements within private developments submit first to the developer and the engineer of record for their review and approval prior to submitting to the City Community Development Department.

Submittals containing items not relevant to the public portion of the project and incomplete submittals will be returned "rejected" and will need to be corrected and the complete packet re-submitted including all of the pertinent information required. It is the responsibility of the developer and/or contractor to obtain all the required submittal information relevant to each material to be incorporated into the public portion of the project inclusive of each material needed to complete all of the specified/required work.

No materials shall be incorporated into any project without prior approval from the developer, engineer of record, and the City as applicable. Any materials used without approval will be considered rejected until the proper submittals and approvals are granted. Any and all costs associated with the installation, removal, and reinstallation of such work and materials will be the responsibility of the developer and/or contractor. No shut downs or connections to City facilities will be allowed and no systems shall be placed into service until all materials are approved or replaced with approved materials and inspected and accepted by the City as complete, tested, operational, safe for the public, and motorists and have full unrestricted use.

**As-Built drawings shall be submitted for review and approval within 20 working days after project completion. If as-builts are not completed, correct and submitted within the 20 working days utility service may be suspended to the subject project until such time as-builts are complete. The final as-builts shall include one complete set of milars, one complete set on electronic version (CAD compatible) and three complete hard copy sets.**

**Submit all submittals with the required RAM form(s) and transmittal letter to 1525 Broadway, PO Box 128, Longview WA. 98632-7080 Attn: Construction Manager.**

	<b>SUBMITTAL PROCEDURES (1 OF 28)</b>	
	STANDARD PLAN: <b>PN - 010 - L</b>	CITY ENGINEER APPROVAL: Longview: <b>C.B.</b>
	DATE: <b>FEB. 2008</b>	Kelso: