

City Review Process:

City office staff will date stamp the submitted information and route the packets to the Construction Manager. In the absence of the Construction Manager, office staff will check with the City Engineer or Project Engineer for routing instructions. In all cases a copy of the submittal shall be routed to the Construction Manager.

The Construction Manager will route the packet to the City Project Engineer for approvals/comments. The Engineer will review the submittal logs weekly to remind staff of anything not returned in the established time frames.

A transmittal letter shall be prepared by the Project Engineer including actions needed for the developer and/or contractor, the submittals packet, comments, approvals and/or rejections. The Project Engineer will date and return the information to the project contact listed in the submittal transmittal letter. An approved copy of the material submittals shall be provided to the Construction Manager, one copy filed in the project file and a copy provided to any other affected department head.

Once the contractor receives the approved material submittals, materials can be ordered. After inspection is scheduled and the materials have been inspected work can be scheduled and started.

Call 360.442.5200 to schedule inspections. Twenty four hours minimum advance notice is required prior to starting any work including pot holing or anything that may involve traffic flow restrictions or street, lane, path or sidewalk, etc. closures.

The City will do everything possible to expedite the review process provided that the above procedures are followed and dependent on the complexity and size of the review. Failure to complete reviews within the timeframes included in this procedure does not change any liability of the developer and/or contractor to follow the process and to be liable for any and all delay and expenses due to the submittal approval process.

Review Time

Original submittals: Allow 10 to 20 days for review comments and/or approvals. The City will try to return review comments quicker but please plan for the full review time.

Re-submittals: Allow 5 to 10 days for review comments and/or approvals.

It is recommended that the City (project engineer) be contacted during design and/or submittal preparation to assist and provide direction with any questions or special requirements. This will save time in the material review process.



SUBMITTAL PROCEDURES (2 OF 28)

STANDARD PLAN:
PN - 011 - L

CITY ENGINEER APPROVAL:
Longview: **C.B.**

DATE: **FEB. 2008**

Kelso: