

## Update on Construction Plan Screening and Checklist Policy

This notice is an update to the construction-plan-submittal policies for Colorado Springs Utilities (Utilities). The Utilities' policies are designed to minimize the time required for Utilities' review of water, wastewater or utility service construction plan (Plans or Plan submittal); and to reduce the number of re-submittals. In conjunction with the Housing and Building Association, Utilities has developed policies for "Screening" Plans and provided "Checklists" for quality assurance (QA) of Plan submittals to Utilities Development Services (UDS).

Utilities' policies require Screening and QA Checklists with all initial Plan submittals.

**The Checklists are updated occasionally, so please use the latest version of the Checklists on the website.**

**A. SCREENING-PROCESS POLICY-** All Plan submittals are inspected or screened for the items listed below prior to being accepted for review by UDS. The company submitting the Plans (Submitter) will be contacted if the Plans do not pass the Screening process.

### Plan 1<sup>st</sup> Submittal Screening Policy

- Plan 1<sup>st</sup> Submittals must include the proper number of copies along with a fully-completed Checklist.
- The Checklist must be attested by 2 representatives of the Submitter's company (i.e. the Submitter's representative who completed the drawing (Designer) and the Submitter's representative who reviewed the Designer's work (Design Reviewer)
- Plans will be rejected if the Plan submittal does not comply with the two items above.

### Plan Re-submittal Screening Policy (No Checklist Required)

- The "redline" version of the previous Plan submittal (Redlines) must accompany the re-submitted Plans.
- Plans that are re-submitted without Redlines will be rejected.

## B. QA CHECKLIST POLICY (DURING UDS REVIEW OF THE PLANS)

### Plan 1<sup>st</sup> Submittal Policy

Once the Plans pass the Screening process, the Plans are forwarded to the UDS Plan Reviewer (Reviewer), who checks the Plans for quality assurance against each item shown on the Checklist. If the Reviewer determines that four or more key Checklist items are not addressed, then the following actions will be taken:

#### 1<sup>st</sup> Occurrence:

Plans will be returned to the Submitter's Designer with out further review and the Designer will be advised of the Checklist items that must be addressed before any further review of the Plan can continue.

#### 2<sup>nd</sup> Occurrence:

Reviewer will notify the Submitter's Design Reviewer of the QA issues associated with the Plan. The Submitter may request a meeting to discuss Checklist issues or other comments.

#### 3<sup>rd</sup> Occurrence:

UDS will contact the Submitter's Owner/Manager to discuss Plan submittal quality issues.

### Plan Re-Submittal (No Checklist Required)

Once the Plans pass the screening process above for Plan re-submittals, the Plans are forwarded to the Reviewer, who will check the Plans for quality assurance against the Redlines. If the Reviewer determines that three or more key Redline comments are not addressed, then the following actions will be taken.

#### 1<sup>st</sup> Occurrence:

Plans will be returned to the Submitter's Designer with out further review and the Designer will be advised of the Redline comments that must be corrected before any further review of the Plan can continue.

#### 2<sup>nd</sup> Occurrence:

Reviewer will notify the Submitter's Design Reviewer of the Redline-comment issues associated with the Plan. The Submitter may request a meeting to discuss the Redline comments.

#### 3<sup>rd</sup> Occurrence:

UDS will contact the Submitter's Owner/Manager to discuss Plan submittal quality issues.

For any questions or comments on this process, please contact, Utilities Development Services at 719-668-8111