Site Plan - Engineering Review Process

Site Plan Approved by Planning Commision or City Staff

Pre-Engineering meetings will be billed at the City Engineer's current hourly rate and will be added to the Engineering Review Fee below.



Design Engineer emails Engineering Plans & Engineer's Cost Estimate (PDF files) of improvements to the City for review



City Engineer calculates the Review and Inspection fees and notifies Design Engineer of fees to be paid to the City

The engineer review fee is 1.5% of the site construction cost (water, sewer, paving, grading) with a minimum fee of \$1,000. Additionally, the fee for easement review is \$250 per easement.

The construction observation/inspection fee is 8% of the site construction cost (public water and sewer, and paving/grading within the public right-of-way) with a minimum fee of \$1,000 or \$500 when none of the above is occuring



City notifies City Engineer of receipt of payment of fees



City Engineer reviews plans and submits engineering review letter to Design Engineer outlining items that need revision
Standard Review Time = 2 Weeks



Design Engineer revises plans and submits plans to City Engineer for further review



City Engineer reviews revised plans to ensure all items have been provided and all revisions addressed - Standard Review Time = 1 Week



If all items have been addressed, City Engineer approves the plans. Otherwise, the preceding 3 steps are repeated



If approved, City Engineer writes approval letter and submits plans to the City



At its discretion, the City may schedule a preconstruction meeting for the project with all applicable parties



Upon receiving approval from all departments, the City releases associated permits. At this time the applicant may submit construction documents to the City for review.