

DSC INFORMATION NOTICE #39
February 3, 1995

TOPIC: *Site Plan BMP As-Built Submittals*

PURPOSE: The following guidelines have been established to assist the City's development customers in obtaining approval of the required Best Management Practices (BMP) As-Built for site plans, thereby allowing BMP and erosion and sediment (E&S) sureties to be released.

PROCEDURE:

1. Four (4) paper copies of the BMP as-built plans are submitted, with a cover letter, to the DSC Surety Specialist handling that particular site plan.
2. The as-built plans are logged in the bond file and routed for review and approval.
3. The as-built plans are routed to:
 - a) Planning/Civil Inspections
 - b) Public Works/Operations Management Landstown
 - c) Planning/Utility Engineering
 - d) Planning/Engineering
4. Comments and the as-built plans are forwarded back to the DSC Surety Specialist for use in compiling a letter to the consultant/owner. The letter outlines deficiencies and/or corrections needed on the BMP or as-built plan. **If approved**, a letter is sent to the consultant/owner advising them that their BMP/E&S surety may be released.
5. If necessary, a revised set of as-built plans is submitted to the DSC Surety Office and routed for review. When approved, a letter is sent to the consultant/owner advising them that their BMP/E&S surety may be released.
6. Copies of the approved as-built plans are forwarded, with a copy of the approval letter, to Public Works/Operation Management at Landstown Road and Planning/Civil Inspections. One copy is also placed in the DSC Surety File. The BMP is then placed on the inspection and maintenance schedule.

EFFECTIVE DATE: **IMMEDIATELY**

CONTACT PERSONS:

DSC Surety Specialists:

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