

Douglas County Transportation and Land Services

Plan Preparation Guidelines

The Plan Preparation Guidelines and associated checklist(s) are intended to help you in obtaining County acceptance of the transportation and stormwater improvements required for your project. The requirements for these improvements are publicly available within **Douglas County Code Title 12: Comprehensive Road Standards**, which is available on the County's website at www.douglascountywa.net. Development within designated Urban Growth Areas shall be in accordance with applicable urban standards and municipal codes. Questions regarding the applicability and/or clarifications of the various standards are best referred to County staff before submitting plans and related documents for review and acceptance by the County.

Review Submittals:

Please include:

- One (1) complete set of plans.
- One (1) complete Drainage Report.

Plans and supporting technical reports shall be signed and stamped by the engineer. Douglas County may request additional copies of the above documentation on a case by case basis.

If corrections are required, the County will return comments and/or redlined prints indicating necessary corrections. A response to comments letter shall be submitted with any resubmittal. Resubmittals may be submitted electronically through Laserfiche (see attached instructions).

Re-submittals shall also contain one (1) complete set of corrected plans and other supporting information.

Acceptance of Plans:

Upon acceptance of the construction plans by the County Engineer, the following shall be provided to the County for use during construction:

- Two (2) full-size hard copies of the accepted plans.

When any of the improvements are required to be secured by a performance surety, the **proponent shall provide:**

- A quantity take-off for the proposed construction.
- A unit price cost estimate for the proposed construction.

Plans are required to be accepted by the County Engineer PRIOR TO THE START OF CONSTRUCTION.

Quality Assurance During Construction:

1. The proponent is responsible for scheduling a **pre-construction conference** with the County (DCC 12.56.050B).
2. The proponent is responsible for providing all **temporary traffic control** needed for the project (DCC 12.56.070).
3. The proponent is responsible for installing the **informational sign(s)** for the site as required (DCC 12.56.100).
4. Prior to release of the performance surety by the County, the Proponent will need to:
 - **Provide copies of all quality control test reports from an approved materials testing laboratory** for all roads to be included in the County's public transportation system (DCC 12.56.050). The proposed schedule for testing and the laboratory must be approved by the County Engineer before the start of construction.
 - **Provide written certification from the Engineer of Record** that the improvements have been completed in substantial conformance with the accepted plans, that the required on-site inspections have been carried out, and that the quality control testing has been performed as required for the project. This certification shall be sealed by the Engineer of Record.
 - **Provide as-built plans** for the project. The as-built plans must be clearly labeled and signed by the engineer of record. One (1) full-size set of as-built plans and one (1) copy of the electronic data files on a CD are required. The CD shall include a PDF copy of the as-built plans, a PDF copy of the engineer's certification, and a copy of the DWG file for the project.
 - **Provide written certification from proponent's licensed Land Surveyor** that all ROW monuments and property corners as indicated on the plat have been set and are in good condition prior to approval of the final plat (DCC 12.57.040).
 - **Provide a copy of the letter of acceptance from the appropriate fire protection authority.**
 - **Provide copies of the letters of acceptance from all affected utility companies, special districts, or municipalities.**

Prior to final acceptance, the County Engineer (or designated staff) and Proponent's engineer shall conduct a joint on-site visit to determine the completeness of the project. The Proponent is responsible for scheduling this joint site visit with the County.

Warranty Assurance After Construction is Complete: Prior to acceptance of the improvements by the County, an 18-month warranty period shall commence per DCC Chapter 14.90 and Section 12.50.110.