##  Project Detailing Circular

### **Operations Division**

 **Land Development Project No.**

 **Date:**

FROM: Land Development Engineer

TO: Senior Operations Engineer – Operations Division

**Rqd. Not Rqd.**

 Key plan(s) (including off-site extensions).

 PRV designs.

 Non-typical road cross-sections.

 Specific letters and plans describing any special issues (such as a design proposal outside the Design Criteria) signed and sealed by the Engineer-of-Record.

 Other:

**PROJECT DETAILS:**

 Consultant Engineer

 Location Street Avenue

 Page Number

 Land Development Project Manager

**Please provide your comments in Amanda by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** The drawing(s) can be kept for your information and records or returned marked with comments to the Development Services Project Manager. The DSPM will forward the comments to the Engineering Consultant with a request to address your concerns.

If a reply is not received, no concerns are assumed. Last Revised: Jan/12/10

**Project Detailing Circular**

### **Realty Division**

 **Land Development Project No.**

 **Date:**

FROM: Land Development Engineer

TO: Realty Division Manager

 **Rqd. Not Rqd.**

 Key plan(s).

 Road Closure Documentation.

 Road Closure Application.

 Other:

**PROJECT DETAILS:**

 Consultant Engineer

 Location Street Avenue

 Page Number

 Land Development Project Manager

**Please provide your comments in Amanda by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** The drawing(s) can be kept for your information and records or returned marked with comments to the Development Services Project Manager. The DSPM will forward the comments to the Engineering Consultant with a request to address your concerns.

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 **Project Detailing Circular**

### **Lot Grading**

 **Land Development Project No.**

 **Date:**

FROM: Land Development Engineer

TO: Lot Grading Engineer - Building Division

**Rqd. Not Rqd.**

 Key plan(s).

 Lot grading plans(s).

 Specific letters and plans describing any special issues (such as rock pit designs, major fill and cut situations, retaining walls, engineered foundations) signed and sealed by the Engineer-of-Record.

 Other:

**PROJECT DETAILS:**

 Consultant Engineer

 Location Street Avenue

 Page Number

 Land Development Project Manager

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**Project Detailing Circular**

### **Parks & Recreation**

 **Land Development Project No.**

 **Date:**

FROM: Land Development Engineer

TO: Park Development Services

**Rqd. Not Rqd.**

 Key plan(s).

 Lot Grading Plan (if park land is being cleared)

 Walkway details.

 Landscaping Plans (complete with plant list).

 Specific letters and plans describing any special issues (such as tree cutting/deviation from City standards, rights-of-way through existing parks, service corridors in parks, restoration specifics).

 Other:

**PROJECT DETAILS:**

 Consultant Engineer

 Location Street Avenue

 Page Number

 Land Development Project Manager

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**Project Detailing Circular**

### **Fire Department**

 **Land Development Project No.**

 **Date:**

FROM: Land Development Engineer

TO: Fire Department

**Rqd. Not Rqd.**

 Key plan(s).

 Specific letters and plans describing any special issues that affect the Fire Department's access and service (such as emergency and secondary access, steep grades outside the Design Criteria) signed and sealed by the Engineer-of-Record.

 Other:

**PROJECT DETAILS:**

 Consultant Engineer

 Location Street Avenue

 Page Number

 Land Development Project Manager

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**Project Detailing Circular**

### **Transportation Operations**

 **Land Development Project No.**

 **Date:**

FROM: Land Development Engineer

TO: Traffic Operations Manager

**Rqd. Not Rqd.**

 Key plan(s).

 Street Lighting plan(s), Street Sign(s) plan and Pavement Marking plan(s)

 Interim and ultimate cross-sections of all roads (within and surrounding the development site).

 Sight Line Analysis (in Report Form).

 Temporary and secondary access road(s) - location/size/lighting.

 Other:

**PROJECT DETAILS:**

 Consultant Engineer

 Location Street Avenue

 Page Number

 Land Development Project Manager

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**Project Detailing Circular**

### **Transportation Planning**

 **Land Development Project No.**

 **Date:**

FROM: Land Development Engineer

TO: Transportation Planning Manager

**Rqd. Not Rqd.**

 Key plan(s).

 Street Lighting plan(s), Street Sign(s) plan and Pavement Marking plan(s)

 Interim and ultimate cross-sections of all roads (within and surrounding the development site).

 Sight Line Analysis (in Report Form).

 Temporary and secondary access road(s) - location/size/lighting.

 Other:

**PROJECT DETAILS:**

 Consultant Engineer

 Location Street Avenue

 Page Number

 Land Development Project Manager

**Please provide your comments in Amanda by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. The drawing(s) can be kept for your information and records or returned marked with comments to the Development Services Project Manager. The DSPM will forward the comments to the Engineering Consultant with a request to address your concerns.

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**Project Detailing Circular**

### **Sewer Planning**

 **Land Development Project No.**

 **Date:**

FROM: Land Development Engineer

TO: Sewer Planning Manager

**Rqd. Not Rqd.**

 Key plan(s) including off site extensions

 Sanitary Sewer catchment Map

 Sanitary Sewer Pump Station Design (LPS Pump Calculations)

 Specific letters and plans describing any special issues (such as deep mains, shallow grades, side/rear yard servicing, temporary mains) signed and sealed by the Engineer-of-Record

 Other:

**PROJECT DETAILS:**

 Consultant Engineer

 Location Street Avenue

 Page Number

 Land Development Project Manager

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### **Water Planning**

 **Land Development Project No.**

 **Date:**

FROM: Land Development Engineer

TO: Water Planning Manager

**Rqd. Not Rqd.**

 Key plan(s) including off site extensions

 Fire flow calculation confirmation in letter form (under Engineer-of-Record’s signature and seal)

 PRV Design

 Specific letters and plans describing any special issues (such as deep mains, shallow grades, side/rear yard servicing, temporary mains) signed and sealed by the Engineer-of-Record

 Other:

**PROJECT DETAILS:**

 Consultant Engineer

 Location Street Avenue

 Page Number

 Land Development Project Manager

**Please provide your comments in Amanda by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. The drawing(s) can be kept for your information and records or returned marked with comments to the Development Services Project Manager. The DSPM will forward the comments to the Engineering Consultant with a request to address your concerns.

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### **Drainage Planning**

 **Land Development Project No.**

 **Date:**

FROM: Land Development Engineer

TO: Drainage Planning Manager

**Rqd. Not Rqd.**

 Key plan(s) including off site extensions

 Lot grading plan(s)

 Storm water control plan (as per design criteria requirements) and complete table of calculations

 Specific letters and plans describing any special issues (such as downstream capacity problems/detention concerns/temporary mains) signed and sealed by the Engineer-of-Record

 Other:

**PROJECT DETAILS:**

 Consultant Engineer

 Location Street Avenue

 Page Number

 Land Development Project Manager

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