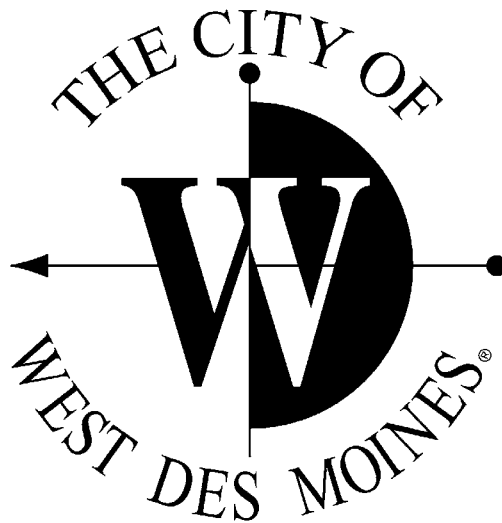


# Public Improvement Construction Plan for Subdivisions Submittal Requirements

(Does not apply to CIP projects)



Development Services Department  
Engineering Division  
4200 Mills Civic Parkway  
West Des Moines, IA 50265-0320  
515-222-3620 (phone)  
515-273-0602 (fax)  
[www.wdm-ia.com](http://www.wdm-ia.com)

Additional copies of this application can be found on the City's website.  
[http://www.wdm-ia.com/asp/Forms/forms\\_list.asp](http://www.wdm-ia.com/asp/Forms/forms_list.asp)

# Public Improvement Construction Plan for Subdivision Submittal Requirements

Required with the submittal of ANY PUBLIC IMPROVEMENT for Subdivisions  
(does not apply to CIP projects)

The following are minimum requirements for City of West Des Moines Construction Plan review. Submittal must include all information provided in this checklist. A copy of this checklist with each item checked or marked "not applicable" must be provided with the submittal. Any omissions will be noted and the licensed engineer of record will be notified via email. Construction Plans will not be reviewed until all items in the checklist are provided.

Once a complete submittal is received, an email will be sent to the licensed engineer or record verifying the submittal is complete and when to expect a comment email. Typically the first submittal of construction plans takes 2 weeks to review.

Licensed Engineer Name: \_\_\_\_\_

Licensed Engineer Email Address: \_\_\_\_\_

Licensed Engineer Phone Number: \_\_\_\_\_

Construction Plan Submittals **must** include the following:

- \_\_\_\_\_ Copy of this checklist with each item checked or marked "not-applicable"
- \_\_\_\_\_ Geotechnical Report
- \_\_\_\_\_ Storm Water Management Plan
- \_\_\_\_\_ IDNR Sanitary Sewer Forms
- \_\_\_\_\_ Calculations that verify the sanitary sewer design meets minimum velocity requirements. (If sanitary sewer pipe grades are less than the minimum per the design standards)
- \_\_\_\_\_ 2 full sized (D Size) copies for Water Works review. These must be sent to WDM Water Works – ATTN: Kevin Trevillyan
- \_\_\_\_\_ 2 full sized (D Size) copies for Development Services – Engineering Division review (Construction Plans with 10 or more sheets may be submitted on 11X17 sheets if legible)
- \_\_\_\_\_ Cover Sheet which includes:
  - \_\_\_\_\_ Project Name (Typically the subdivision name, include street name or phasing in title if there are multiple sets of construction plans for the subdivision)
  - \_\_\_\_\_ Sheet Index
  - \_\_\_\_\_ Minimum two West Des Moines benchmarks with location description
  - \_\_\_\_\_ Vicinity Map
  - \_\_\_\_\_ Name, Address and Phone Number of Engineering Firm
  - \_\_\_\_\_ Name, Address, Phone Number and contact name of Owner/Developer
  - \_\_\_\_\_ Engineer's Professional Certification (final copies signed in contrasting ink)
  - \_\_\_\_\_ Email address of certifying engineer
  - \_\_\_\_\_ Provide the following notes (use only those that apply):
    - \*All connections to existing public structures need to be core drilled.
    - \*All public sewers constructed as part of this plat will need to be televised as part of the final inspection. Provide copy to WDM Public Works in DVD format.
    - \*If additional pavement removal is required other than a standard box out, full panel removal will be required. No half panel removal will be allowed.
    - \*For mainline paving, the contractor shall submit the PCC mix source(s) to the West Des Moines Public Works Department (Clint Carpenter 222-3480) a minimum of 24 hours prior to placement. The contractor shall use the same PCC mix source for a minimum of 500 square yards of continuous paving.
    - \*At least one week prior to any construction within public R.O.W./easements and/or any connection to public sewers and streets, the Contractor shall contact the WDM Construction Division - Clint Carpenter (222-3480) to obtain applicable City permits that may be necessary.
    - \*All construction within public r.o.w./easements, and/or any connection to public sewers and streets, shall comply with the West Des Moines Standard Construction Specifications for Subdivisions and the Des Moines Metropolitan Design Standards Manual with West Des Moines Addenda.
    - \*Coordinate staging and traffic control with WDM emergency services.
    - \*Lane closure notices must be submitted to City of WDM Public Works for approval a minimum of 48 hours in advance of closure

- \_\_\_\_\_ Subsequent plan sheets must include the following:
  - \_\_\_\_\_ Typical cross-section of all roadways, swales and ditches.
  - \_\_\_\_\_ For larger projects with multiple plan sheets, provide a graphical sheet index showing location of each plan sheet on the site layout.
  - \_\_\_\_\_ Site grading plan
  - \_\_\_\_\_ Traffic staging plan
  - \_\_\_\_\_ If any storm or sanitary sewer structure is modified from standard, a detail of said structure must be provided.
  - \_\_\_\_\_ Sanitary and storm sewer easements must be shown. Said easements must provide adequate width to excavate a 1:1 trench and provide space for stockpiled excavation. Sanitary sewer easements must be a minimum of 30 feet in width.
  - \_\_\_\_\_ Horizontal control

Send all of the above to:

City of West Des Moines  
Development Services – Engineering Division  
Attn: Brian Hemesath  
4200 Mills Civic Parkway - Suite 2D  
West Des Moines, IA 50265

As of the writing of these guidelines (January 2008), the City of West Des Moines utilizes the **1993 Des Moines Metro Design Standards** with **West Des Moines Addenda**. Please contact a development review engineer within the Development Services Department to confirm that these standards are still being utilized.