



1199 Bayfield Parkway • PO Box 80 • Bayfield, CO 81122 • 970.884.9544 TOWN HALL • 970.884.2195 FAX

Town Engineer Requirements Commercial Development Permitting Requirements

The following is required for all commercial developments.

All plans need to be stamped by a registered engineer or architect, as appropriate.

Site Plan:

The site plan needs to document the following items:

- Property boundaries
- Existing Structures or Other Site Features
- Proposed Development Improvements (This includes access drives, buildings, parking areas, paved & unpaved surfaces, curb & gutter, landscaping, & other proposed improvements).
- A vicinity map should be shown on the site plan to show the location of the site relative to the surrounding area.
- Easements (Including dedicated uses). Please provide copies of the recorded documents showing all recorded easements for the project.

The Site Plan should be drawn at a standard engineering scale, such as 1" = 30', as appropriate for the site. Details, including pavement section, curb and gutter, etc., should be provided, as necessary.

Grading & Drainage Plan:

The grading & drainage plan needs to document the following items:

- Existing site topography
 - The existing site topography should be developed from a topographic survey of the site and feature topographic contours at a maximum 2-foot interval, with 1-foot contours for flat sites. The topographic survey should be tied to a benchmark on or near the site that will remain in place during construction.
- Proposed site grading
 - The proposed grading should include sufficient spot elevations, finished grade contours, and drainage direction arrows, as necessary, to indicate the proposed grading design.
- Drainage
 - Storm drain inlets and pipes, drainage swales, detention ponds, detention pond outlet structures, and other drainage improvements, as well as necessary details, should be shown on the plan.
 - A drainage report, detailing runoff calculations, including pre-development and post-development peak flows, post-development design flows for storm drain inlets, pipes, swales, and other drainage improvements
 - Detention pond calculations, including required storage volume, outlet release rates, are required.

Utility Plan

The utility plan needs to document the following:

- The locations of the existing utilities that will be connected to for servicing the project
- The proposed location of utility services to the site, including water, sewer, gas, electric, telephone, cable television, etc.
- Extension of the sewer main should be shown in plan and profile.

Note: If utilities are not available at the site and extension of water or sewer mains are necessary, an Off-Site Utility Plan should be included.

Inspections:

A site inspection will be conducted by the Town Engineer when site construction is completed. This inspection will be to determine general conformance to the plans (primarily grading and drainage). It is assumed that the Town Public Works Director or staff will perform inspection of the utilities during installation and that no inspection by the Town Engineer is necessary for utility work except as may be requested by the Town.

Fees & Time Frames:

The Town Engineer commits to a complete review of the plans within 14 calendar days of receipt by the Town Engineer.

It is assumed that two plan reviews, preliminary and final, and one site visit, will be necessary for a typical site development projects.

A typical fee, based on 20 hours of review and inspection time and current Souder, Miller & Associates billing rates, will be approximately \$1800. Small projects may not require 20 hours of review and inspection time, only time accrued will be invoiced.

Complicated projects and projects requiring more than two plan reviews or more than one site inspection may require additional time. This time will be billed at the following current SMA billing rates:

- a. Senior Design Manager: \$120/hr
- b. Project Engineer: \$90/hr
- c. Staff EIT: \$66/hr

The bulk of project time is typically billed at the Project Engineer level.

All of the fees incurred by the Town of Bayfield for engineering fees will be invoiced to the project for reimbursement. All of these fees will have to be paid before the certificate of occupancy will be released.