

Article XI

PROCEDURES AND REQUIREMENTS FOR CONSTRUCTION

1100 PURPOSE

To provide the procedures and requirements for subdivision project construction and maintenance, as well as the release of building permits.

1101 CONSTRUCTION REQUIREMENTS

A. Preconstruction Process: The Owner shall provide a written request to schedule the preconstruction conference. This request shall include a completed submission checklist that contains the following information:

1. Proof of execution of the project agreement
2. Proof of the deposit of the inspection fees
3. Two copies of the signed Final Engineering and Construction Plans (street and storm)
4. Two copies of the signed sanitary plans
5. Proposed construction sequence, including documentation of public utility schedules requiring relocation
6. Copies of all approved off-site work agreements, right-of-way permits, recorded agreements and/or easements to include if applicable, U.S. Corps of Engineer, EPA and/or ODNR permits.
7. DESC preconstruction site meeting- Refer to Article XII and the Supplemental Specifications of these Standards.

Upon receipt of the written request and copies of the above items, the County Engineer will respond within three (3) working days to schedule the preconstruction conference.

B. Preconstruction Conference: The preconstruction conference will be held at the County Engineer's office or in the field at the discretion of the County Engineer. The following individuals are required to attend the preconstruction conference and are notified by the Owner:

1. Owner
2. Design Engineer
3. Contractor(s)
4. Soil and Water Conservation District
5. Utility representative(s)

In the event of the absence of any of the above required attendees, the preconstruction conference may be cancelled and rescheduled at the discretion of the County Engineer. Also, the preconstruction conference shall start no later than 15 minutes after the scheduled start time.

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C. General Specifications and Responsibility:

1. These Standards and the Supplemental Specifications to these Standards shall apply unless otherwise approved by the County Engineer.
2. The County Engineer shall be responsible for the inspection of all improvements that falls under his authority.
3. The County Engineer shall determine the amount of the inspection, including laboratory and/or other tests, required to assure that the Owner or his Contractor has complied with these Standards, Supplemental Specifications and the approved plans.
4. Project Superintendent: The Owner shall at all times have a competent superintendent acting as his agent on the project. The superintendent shall have the authority to execute the plans and specifications. It is understood that during the absence of a direct representative of the Owner, then the contractor's superintendent shall serve in this capacity.
5. Stormwater Quality (erosion and sediment controls): Refer to Article XII and the Supplemental Specifications of these Standards.
6. Repair or Damage: Any damage done to the improvements or to the existing public infrastructure by construction, local traffic or by any other means shall be repaired or replaced by the Owner (and/or his Contractor) at his expense, and to the satisfaction of the County Engineer as soon as possible.
7. Requirements for Early Model Home Permit with Direct Access from an Existing Public Road:
 - a. The Owner shall submit a written request specifying the lot on which the model home is to be constructed.
 - b. The County Engineer shall review and either approve or disapprove the lot. The lot for construction must have frontage on the existing road system. Also, the temporary drive shall not be longer than 100 feet measured from the existing edge of pavement to the model home.
If approved, the County Engineer will advise Code Compliance to release the lot for its Building Permit.

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- c. A certified house number shall be obtained using the existing road for the house number. This house number may be on the proposed street provided. A sign must be placed on the existing road clearly identifying the temporary access point. The certified house number is required prior the issuance of the Building Permit. The certified house number is to correlate with the public road numbering system.
- d. Access to the site shall be a temporary or permanent drive from the existing public road.
- e. Written approval from the appropriate Emergency Services is required.
- f. Written approval from the appropriate Township Zoning officer is required.
- g. A Building Permit may then be issued with occupancy not granted until such time as the remaining portion of the subdivision is ready for the release of Building Permits. The County Engineer will advise Code Compliance when this occurs. Since the certified house number was issued to correlate with the existing public road numbering system and not that of the proposed subdivision, a new certified house number shall be required prior to occupancy.
- h. A DESC permit is required from the County Engineer- See Article XII and the Supplemental Specifications of these Standards for additional information.
- i. The building may not be used for any purpose until the occupancy permit is issued.
- j. Any violation of the provisions of these guidelines is cause for halting work on not only the model home, but also for the proposed subdivision.

1102 BUILDING PERMIT RELEASE

A. Private Developments: Refer to Article V of these Standards

B. Subdivisions

1. No Bond Subdivisions- All construction must be complete including all remedial items prior to releasing building permits.
2. Bonded Subdivisions:
 - a. Paving- Completed with the exception of remedial work. Asphalt surface course (404/448) shall not be placed after October 31. Building permits can be released if all other

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building permit items are completed. If the surface course is not completed, the owner shall be responsible for the repair and/or replacement of all damaged curb or pavement prior to the placement of the surface course the following year. The maintenance period will not begin until the paving (and all other remedial items) are complete. Refer to the Supplemental Specifications of these Standards for additional requirements.

- b. Storm Water Management Systems- Complete and functional with the exception of remedial work. The as built survey for retention basins, detention basins and/or sediment basins must be submitted and approved.
- c. Flood Routes- Staked and constructed.
- d. Erosion and Sediment Controls- All controls to be in place.
- e. Safety Items- All safety related items to be in place (temporary T-turnarounds, guardrails, barricades, street name signs, stop signs, etc.)

1103 CONSTRUCTION PUNCHOUT

1. The construction punchout shall be performed by the County Engineer after all work has been completed.
2. Prior to the performance of the construction punchout, the Owner shall submit the top of casting and invert elevations of the storm sewer system in a tabular form. This form will provide both the proposed elevations and the as constructed elevations.
3. Prior to the performance of the construction punchout, the Owner shall submit the as-built survey for all detention and/or retention basins (see Article X of these Standards).
4. After submission of the above items, the County Engineer will provide a Construction Punchout letter to the Owner.

Additional construction may be required based on a review of these submissions.

1104 MAINTENANCE

The construction punchlist shall be completed for the subdivision to be placed onto the maintenance period. See Article V of these Standards.

1105 PRE-FINAL PUNCHOUT

Refer to Article V of these Standards.

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1106 FINAL ACCEPTANCE OF THE SUBDIVISION

1. After the satisfactory completion of remedial work contained in the Pre-Final punchout letter, the County Engineer will recommend to the County Commissioners to accept the improvements onto the public road system. Refer to Article V of these Standards.
2. At this time the permanent lot corner monuments should also be in place. Refer to Article X of these Standards.