**Flow Chart of Public Improvement Process**

**PLAN REVIEW PROCESS**

- Applicant Schedules a Pre-Design Meeting with the Development Engineer
- Engineer of Record Submits Plan Review Application and Fee (1st Submittal Only) and Submits One (1) Set of Plans for Review
- Contractor Submits Public Improvement Application with Required Bond, Insurance and Fee
- Contractor Submits Construction Cost Estimate for Review and Approval

**PERMIT PROCESS**

- City Issues Public Improvement Permit (PIP)
- Contractor Schedules Pre-Construction Meeting with City Inspector
- City Inspector Conducts Progress Inspections
- Contractor Request Final Inspection
- Initial Acceptance 2-Year Maintenance Period Begins
- City Conducts 2-Year Maintenance Inspection

**INSPECTION PROCESS**

- Contractor is Responsible for Requesting Progress Inspections Identified in PIP
- Contractor Submits Record Sets for Signature by City Engineer
- Engineer of Record Submits Record Sets for Signature by City Engineer
- Contractor Request Final Inspection
- City Conducts 2-Year Maintenance Inspection

**Final Acceptance**

- PIP is Closed and Bond is Released

**DISAPPROVED**

**ACCEPTED**

**FAIL**

**PASS**

**APPLICANT SCHEDULES A PRE-DESIGN MEETING WITH THE DEVELOPMENT ENGINEER**

**ENGINEER OF RECORD SUBMITS PLAN REVIEW APPLICATION AND FEE (1ST SUBMITTAL ONLY) AND SUBMITS ONE (1) SET OF PLANS FOR REVIEW**

**CONTRACTOR SUBMITS PUBLIC IMPROVEMENT APPLICATION WITH REQUIRED BOND, INSURANCE AND FEE**

**CONTRACTOR SUBMITS CONSTRUCTION COST ESTIMATE FOR REVIEW AND APPROVAL**

**CITY ISSUES PUBLIC IMPROVEMENT PERMIT (PIP)**

**CONTRACTOR SCHEDULES PRE-CONSTRUCTION MEETING WITH CITY INSPECTOR**

**CITY INSPECTOR CONDUCTS PROGRESS INSPECTIONS**

**CONTRACTOR REQUEST FINAL INSPECTION**

**INITIAL ACCEPTANCE 2-YEAR MAINTENANCE PERIOD BEGINS**

**CITY CONDUCTS 2-YEAR MAINTENANCE INSPECTION**

**FAIL**

**PASS**

**PROJECT RECEIVES PLANNING COMMISSION APPROVAL**

**ENGINEER OF RECORD SUBMITS PLAN REVIEW APPLICATION AND FEE (1ST SUBMITTAL ONLY) AND SUBMITS ONE (1) SET OF PLANS FOR REVIEW**

**DISAPPROVED**

**ACCEPTED**

**FAIL**

**PASS**

**OBTAIN ALL EASEMENTS REQUIRED FOR PROJECT**

**CONTRACTOR SUBMITS PUBLIC IMPROVEMENT APPLICATION WITH REQUIRED BOND, INSURANCE AND FEE**

**ENGINEER OF RECORD SUBMITS RECORD SETS FOR SIGNATURE BY CITY ENGINEER**

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**FAIL**

**PASS**

**CONTRACTOR IS RESPONSIBLE FOR REQUESTING PROGRESS INSPECTIONS IDENTIFIED IN PIP**

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