



Development Services

Public Improvement Permit Process

Introduction

The Development Services Department is responsible for issuing Public Improvement Permits (PIP). A PIP is required for work on privately funded public improvements within the City and includes such infrastructure as streets, curb and gutter, storm drainage pipe, storm drainage structures, and streetlights. A separate set of engineering plans is required to be prepared by a professional engineer licensed in Kansas for each type of improvement (i.e. site civil, street, storm drainage, and streetlight). The engineering plan set for each type of improvement must be reviewed and accepted by the City Engineer prior to Development Services issuing a PIP. A separate PIP must be obtained for the street, storm drainage, public site civil, and streetlight improvements by the respective contractor for each.

Permitting and Construction

The following is intended to serve as a guide to assist the contractor with the Public Improvement Permit process. The below information is not intended to be all-inclusive; additional items may be required based on the scope of the project.

Step 1: Plan Acceptance: Public improvement construction plans and supporting documents are accepted and signed by the City Engineer.

Step 2: Construction Cost Estimate: The contractor provides a copy of the itemized construction cost estimate (bid-tab) for the public improvements to the Development Engineer for review and acceptance. The quantities shown in the estimate must match the quantities identified on the cover sheet of the accepted construction plans. A lump sum estimate is not acceptable.

Step 3: Public Improvement Permit Application: Contractor submits the Public Improvement Permit Application to Development Services. The following is required to be included with the application:

- **Insurance:** A Certificate of Liability Insurance listing the City as the certificate holder.
- **Bond:** A 100% Performance and 2-Year Maintenance Bond (Bond). The contractor must use the City's standard Bond form, which is available online at www.cityofshawnee.org. The bonded amount must match the construction cost estimate previously accepted by the Development Engineer.
- **Fee:** A form of payment for the 4% inspection fee. The City accepts payment in the form of cash, check, or credit. Checks should be made payable to the *City of Shawnee*. The Development Engineer will determine the fee based on the accepted construction cost estimate.
- **125% Stormwater Quality Facility Letter of Credit (LOC):** Some projects that include stormwater quality treatment facilities will require the **landowner** (not the contractor) to provide a LOC. The LOC must be received by the City prior to issuing the Public Improvement Permit. Contact the Development Engineer to determine if the project will require a LOC.
- Traffic Control Plan (required for lane closures).
- Owner Authorization Form (required if applying for permit as authorized agent of the owner).

Step 4: Preconstruction Meeting: The contractor is responsible for scheduling a pre-construction meeting with a Development Services Inspector (Inspector). The Inspector assigned to the project will be listed on the PIP along with their contact information. At the preconstruction meeting, the Inspector will make sure the contractor has the following:

- A copy of the accepted construction plans with the City Engineer's signature on the cover.
- A copy of the PIP, which is required to be on-site at all times during construction.

- A list of all work requiring Development Services inspection. This will be provided to the contractor as an attachment to the PIP.

Step 5: Required Progress Inspections: The contractor will contact the Inspector directly to schedule all required progress inspections. Failure to have work properly inspected could result in removal and replacement of the work at the sole expense of the contractor. Development Services policy requires 24-hour notice prior to an inspection.

Initial Acceptance

Once the work required by the PIP is substantially complete, the contractor will need to contact the Inspector assigned to their project to schedule a final inspection. The Inspector will generate a list of incomplete and/or defective items that require corrective action. Once all items on the list have been sufficiently completed, the City Engineer will send a letter of Initial Acceptance to the contractor, which will constitute the start of the 2-year maintenance period. The contractor is responsible for the repair and/or replacement of any defective items discovered during the 2-year maintenance period.

Final Acceptance and Permit Closure

Near the end of the 2-year maintenance period, Development Services will inspect the public improvements and prepare a list of all items in need of repair and/or replacement. The contractor will be provided the punch list along with a firm date to have the items completed by. Once all items have been corrected to the satisfaction of the City Engineer, a letter of Final Acceptance will be sent to the contractor. The receipt of this letter signifies the closure of the PIP and the release of the Bond associated with the permit.

City Information

Public Improvement Permit Applications can be dropped off at the front desk of the Development Services Department located in the east wing of City Hall, Monday-Friday between 8:00 a.m. and 5:00 p.m. Contact the Development Engineer by phone at (913) 742-6211 or by E-Mail at deveng@cityofshawnee.org with questions or to request additional information.