

PROJECT APPROVAL CHECKLIST

The following represents a general checklist of items to be satisfied prior to Department of Engineering approval of construction of any residential/subdivision or commercial project:

1. City of Carmel Technical Advisory Committee (TAC) review.
2. Plan Commission/Board of Zoning Appeals approvals (if applicable).
3. Provision of a copy of Notice of Intent to Construct a Water Main Extension (from Carmel Utilities)
4. Copy of Capacity Certification/Allocation Letter (from Carmel Utilities if Carmel Utilities sanitary sewer).
5. Copy of IDEM Sewer Permit, IAC 327 (if Carmel Utilities sanitary sewer).
6. City of Carmel Board of Public Works and Safety required approvals, which could include:
 - a. Water Availability
 - b. Sanitary Sewer Availability if Carmel Utilities
 - c. Commercial Curb Cut Approval (new and modified)
 - d. Residential Curb Cut Approval (new and modified). Single family lots requesting a second curb cut or drive width expansion require Board approval
 - e. Temporary Construction Entrance if at a location other than the site of an approved entrance.
 - f. Secondary Plat Approval
 - g. Right of Way Dedications not included in a platted development.
 - h. Open Pavement Cuts in dedicated street right of way.
 - i. Road Closures and Lane Restrictions
 - j. Sidewalk/Asphalt Path Closures and Restrictions
 - k. Consent to Encroach Agreements for encroachment into dedicated easements or right of way. Irrigation system encroachments do not require Board of Public Works and Safety approval. The City of Carmel City Engineer, representing the Board, may approve them.

Any submission to the City of Carmel Board of Public Works requires prior approval of the project by the Carmel Clay Plan Commission and/or the Board of Zoning Appeals (if applicable) and completion of review by the City of Carmel Technical Advisory Committee. All written requests to be placed on the Board's agenda must include the appropriate Docket Number and the date or dates of approval by the Plan Commission and/or the BZA.
7. Copy of Secondary plat if applicable. Approved and recorded secondary plats are not a requirement for approval of construction. However, the secondary plat must be approved by the Board and recorded prior to issuance of building permits. ***All required Performance Guarantees must be posted with the Department of Engineering prior to submission of secondary plats to the Board of Public Works and Safety for approval.***
8. All required onsite and offsite easements must be obtained prior to approval of plans and construction.
9. Provision of required Certified and detailed Engineer's Estimates. Please reference the attached Exhibit as an example of the format desired. Please provide Engineer's Estimates and not actual bids or quotes as it is unlikely the City would be able to obtain or match competitive bids or quotes obtained by Developers, should the need arise for the City to call in bonds to complete uncompleted construction.
10. All required Performance Guarantees.
11. Construction Plan approval including satisfaction of all Department of Engineering issues, Carmel Utilities issues, Crossroad Engineers drainage issues and Hamilton County Surveyor Drainage issues (if applicable). After approval of construction plans, submitted certified construction drawings will be stamped and signed by the City Engineer and by the Carmel Utility Director (if applicable). If the project is under the dual jurisdiction of the City of Carmel and the Hamilton County Surveyor's Office, the City of Carmel approved/signed drawings must be submitted to the Hamilton County Surveyor's Office for approval.
12. Provision of the required number of sets of approved certified construction drawings:

- a. Maximum of 9-sets if the project includes both Carmel Utilities water and sanitary sewers. The Developer receives 3-approved sets.
- b. Maximum of 7-sets if the project includes just Carmel Utilities water. The Developer receives 3-approved sets.
- c. Maximum of 5-sets if the project does not include Carmel Utilities. The Developer receives 3-sets.

If the project is located in an area under dual jurisdiction of the City of Carmel Engineering Department and the Hamilton County Surveyor's Office, then:

- d. Maximum of 11-sets if the project includes both Carmel Utilities water and sanitary sewers.
- e. Maximum of 9-sets if the project includes just Carmel Utilities water.
- f. Maximum of 7-sets if the project does not include either Carmel utility.

In each case, the Developer, the Developer's Design Engineer and the Developer's Contractor will each receive 1-set.

The Department of Engineering requires that all drawings submitted for review and approval be submitted on 24" x 36" sheets. Additionally, drawings submitted for review and approval should not include such items as landscaping, electrical/lighting or architectural sheets. The Department of Engineering does not have approval authority over these items and they should not be included in certified construction plans submitted to the Department.

The submission of certified construction drawings for approval will also require the simultaneous submission of certified digital construction drawings per City of Carmel Digital Standards. Please contact the City of Carmel Information Systems Department for current standards.

- 13. Approved Stormwater Management Permit.
- 14. Approved Right of Way Permit and appropriate bonding.
- 15. Payment of Water and/or Sanitary Sewer Availability (acreage) Fees or Water and/or Sanitary Sewer Connection Fees if applicable.
 - a. Generally, if dedicated water mains or sanitary sewer mains **are not** being constructed as part of the project (just water and sanitary sewer service line connections to the mains), both Availability (acreage) Fees and Connection Fees must be paid on application for a pre-submittal meeting/building permit with Building and Code.
 - b. If dedicated water mains and sanitary sewer mains are being constructed with the development, Availability (acreage) Fees **must** be paid prior to approval of construction activities. Connection Fees are paid with the application for a pre-submittal meeting/building permit after the infrastructure construction is complete, satisfactory test results have been obtained and appropriate approvals have been obtained from Carmel Utilities and/or Carmel Engineering.

Please note that all requirements of items #1 thru #13 must be satisfied prior to acceptance of required fees. Payment of Connection Fees will require the designation of a bonded plumber/excavator. This is the contractor who will make the outside connection of the building service lines to City of Carmel mains. A listing of bonded plumbers/excavators is available from the Department of Engineering's Engineering Administrator.