



City of Santa Fe

LAND USE DEPARTMENT
Infrastructure Completion Policy
Effective July 1, 2008

The Land Use Department requires adherence to the Land Development Code in order to protect the health, safety and welfare of residents (14-1.3, 14-8.2 and 14-9). The Fire, Public Works and Public Utilities Departments have participated in drafting of this policy and will enforce this policy. This policy provides greater detail on the City's process from the time that the project mylars are signed by the City Engineer for Land Use to the City's final acceptance. The policy, the associated flowchart and the quasi-public definition will be distributed to applicants at all pre-construction meetings and will generally be available to the public. Since April, 2007 this policy has been discussed and described at all pre-construction meetings.

I. PRE-CONSTRUCTION MEETING

Contractors shall request, schedule and coordinate a pre-construction meeting with the Land Use Compliance Officer. The meeting invitation shall be extended to the following parties: developer, design engineer, utility companies, Wastewater Division, Water Division, Solid Waste Division, Stormwater Division, Traffic Operations Section and Traffic Impact Section. At that meeting, the City staff will review the process for construction approvals and inspections. A City approved private inspector will be allowed to conduct the inspections for some on-site construction work, such as base course testing and backfilling. However, a City inspector is required to conduct inspections for Partial Completion, Substantial Completion, and Final Acceptance. Staff will provide a close-out check list and discuss the release process for financial guarantees. The following documents shall be submitted to the Technical Review Division at the Pre-construction Meeting.

- Complete Application Submittal of the Agreement to Construct and Dedicate to the Water Division of the Public Utilities Department

The cost of the water-related construction must be included in the financial guarantee that is executed with Land Use Department for all public and quasi-public construction prior to signature of the mylars. The definition of 'quasi-public' is attached to this policy.

- Notice of Intent (NOI)

The NOI, from the Stormwater Pollution Prevention Plan, showing that the U.S. Environmental Protection Agency has given approval for the construction to begin.

- Contracts with all utility companies

Although the City will not require that all utility contracts be submitted at the Pre-construction Meeting, it is strongly encouraged. The utility companies will be able to meet the Partial Completion and Substantial Completion deadlines if they can begin design as soon as possible.

II. BUILDING PERMIT SUBMITTAL

Infrastructure Permits

After the Pre-construction Meeting is completed, the developer shall submit applications for a Grading/Drainage and a Landscape/Utility infrastructure permit. These applications will be reviewed by staff and approved or denied with explanation within one week of submittal.

Individual Structural Building Permits

After the Grading/Drainage and Landscape/Utility infrastructure permits are issued, the developer may submit applications for the individual structural building permits. The Building Permit Application for each individual structure must reflect prior issuance of a Driveway Permit from the Traffic Impacts Section of the Public Works Department by attaching a copy of the Driveway Permit. Individual structural building permits will not be released until Partial Completion of the subdivision, development or multi-family project is attained.

III. PARTIAL COMPLETION

Partial infrastructure completion is required before individual structural building permits will be released. This will assure that adequate progress is made on infrastructure to protect health, safety and welfare, prior to the issuance of any individual structural building permits. Partial completion consists of the following:

- To be submitted to the Land Use Department Technical Review Division:
 - Fire Department confirmation of the availability of fire protection.
 - Wastewater Management Division “Permission to Pave” letter (This is issued after review of preliminary as-builts, video and logs.)
 - Water Division Paving Letter (No more field work to be done other than final paving and adjustment of valves, including adjusting valve boxes to grade and pouring concrete collars.)
 - Permission to Pave letters from utility companies. (Comcast, Qwest, PNM and Gas Company of New Mexico)

- To be confirmed through field inspection by City staff:
 - No open trenches within the emergency access road. All trenches backfilled within the emergency access road.
 - All weather roadway in place.
 - Emergency access route in place. No perpendicular open trenches within the emergency access road.

City staff will track the progress of the infrastructure progress on the H T E System. Each Division will sign-off in the computer system to indicate that Partial Completion is attained.

Once these items are complete, the City Engineer for Land Use will generate a Memorandum to the Building Permit Division Director acknowledging Partial Completion approval which will allow for the release of individual structural building permits. The Memorandum will include an attachment of the Plat and/or Development Plan, in order that street names can be identified. The Fire Department, Water Division, Wastewater Management Division and addressing staff will receive a copy of the Memorandum.

Any Change Orders should be submitted directly to the City Engineer for Land Use, not at the permit counter.

IV. SUBSTANTIAL COMPLETION

Substantial Completion of the infrastructure construction is required for any individual structure to receive a Certificate of Occupancy.

Substantial Completion consists of the following:

- To be submitted to the Land Use Department Technical Review Division:
 - Wastewater Management Division approval (This is a final acceptance letter from Wastewater Management. Any reference to “acceptance” will be explained as being “acceptance from Wastewater Management Division only”.)

- Water Division approval (This is part of the Agreement to Construct and Dedicate contract. It includes approval of as-builts and valves ties. Any reference to “acceptance” will be explained as being “acceptance from Water Division only”.)
 - Final completion letters from utility companies. (Comcast, Qwest, PNM and Gas Company of New Mexico)
 - Sign-off from the Solid Waste Division.
 - To be confirmed through field inspection by City staff:
 - All major terrain management must be complete as described in the bullets below.
 - regional ponding installed according to plan.
 - fill slopes steeper than 3:1 and cut slopes greater than 2:1 must be stabilized.
 - temporary erosion control measures must be maintained.
 - Striping and signage must be complete.
 - All street lighting must be installed and functional.
 - All curb and gutter must be installed and functional.
 - All sidewalks must be installed. If continuous sidewalk is not available due to active construction, “closed sidewalk” signage must be clearly posted.
- Note: In the alternative to installing all sidewalks, the developer has the option to complete all of the following.
- Install curb ramps for all streets that have curb and gutter;
 - Install sidewalk in front of an individual structure for which a Certificate of Occupancy is requested;
 - Install an accessible route through the development from the individual structure for which a Certificate of Occupancy is requested to existing public right of way and public amenities (such as bus stop, public park, etc.). This accessible route is required where sidewalk is required as per approved plans. An accessible route is defined as having a 36” minimum width, firm, stable, slip-resistant surface. The City of Santa Fe does not recognize a street as an accessible route. Examples of acceptable materials for an accessible route include compacted base course, compacted crusher fines or compacted sub-grade. The accessible route must connect to the curb ramps. The developer will be responsible to maintain the accessible route as wind, water and weeds can compromise the integrity of the surface; and
 - Submit a “Release and Indemnification” agreement to the City to release liability.
 - In addition, all sidewalks must be installed prior to Final Acceptance.

City staff will track the progress of the infrastructure progress on the H T E System. Each Division will sign-off in the computer system to indicate that Substantial Completion is attained.

Once substantial completion is accomplished, the City Engineer for Land Use will generate a Memorandum to the Inspections and Enforcement Division Director acknowledging approval to issue Certificates of Occupancy within the development. The Fire Department, Water Division, and Wastewater Management Division will receive a copy of this Memo.

V. PRE-FINAL INSPECTION

The Land Use Compliance Officer will coordinate a pre-final inspection inviting the Staff of the Wastewater Division, Water Division, Traffic Operations Section, Streets and Drainage Maintenance Section and Solid Waste Management Division to attend. Within three days of the inspection, the Land Use Compliance Officer will send results in writing to the developer. The developer must resolve all punch list items generated during the pre-final prior to requesting a final inspection.

The developer can submit the close out package at the pre-final inspection. Within one week of the submittal, staff will send the developer a list of items that may be missing from the close-out package.

VI. FINAL ACCEPTANCE

When all punch list items are resolved, the Applicant may request a final inspection. The Land Use Compliance Officer will coordinate the final inspection, inviting the Staff of the Wastewater Division, Water Division, Traffic Operations Section and the Streets and Drainage Maintenance Section to attend. If the developer chose the alternative for sidewalk construction, the sidewalks must have been installed throughout the entire development phase before Final Acceptance will be approved.

As part of the close-out package, the Applicant shall provide a "Release of Liens" from the General Contractor, all Sub-contractors so that the City can not be held liable for any non-payment. The suppliers can be covered under either the General Contractor or the Sub-contractors release, but only if they are specifically named in the release.

As part of the close-out package, the Applicant shall provide a hard copy of the final as-builts to the Wastewater Management Division and a hard copy of the plat, street names, drainage easements and right-of-ways, to the Traffic Impact Section for reference purposes.

Once all close-out package materials and site work are approved, the City Engineer for Land Use will provide a Letter of Acceptance to the Applicant with copies to the Applicant, Police Department, Fire Department, Wastewater Division, Water Division, and the Streets and Drainage Maintenance Section. Upon request in writing, to the City Engineer for Land Use by the Applicant, the City shall release up to 90% of the financial guarantee.

The remainder of the financial guarantee shall serve as a warranty and be held for one year. The Applicant may request a warranty inspection from the Land Use Compliance Officer after 11 months in order to justify release of the final 10%.

If the project has not been accepted by the City within two years of the original Letter of Credit, the Applicant shall submit a revised Engineer's Estimate for all out-standing non-completed work to the City Engineer Land Use for approval. Based on the final version of the revised Engineer's Estimate, a modification to the Letter of Credit may be required. A 10% warranty of the original guarantee or the new guarantee, whichever is greater, will be held for the one year period.

Attachments;

- Process from Signed Mylars to City Acceptance Flowchart
- Quasi-public Definition

Process From Signed Mylars to City Acceptance

Activity	Month*												1 year warranty	Month			
	1	2	3	4	5	6	7	8	9	10	11	12		25	26		
Plan Approval																	
•Mylars signed by City Planner and City Engineer for Land Use	▶																
•Plat, Development Plan, other required docs recorded @ County	▶																
Prep for Pre-Construction Meeting																	
•Roadway Infrastructure Access Permit	▶▶																
•Application submittal for Agreement to Construct and Dedicate	▶▶▶																
•Contracts with all utility companies (recommended, not mandatory)	▶▶▶▶																
•Notice of Intent (NOI)	▶▶▶▶																
•Schedule Pre-con and invite all participants	▶▶																
Pre-Construction Meeting		▶															
Infrastructure Permits Submitted		▶															
Infrastructure Permits Issued			▶														
Submittal of Permits for Individual Structures			▶														
Partial Completion																	
•Partial pave letters submitted (Water, Wastewater & utilities)				▶													
•Confirmation of fire protection submitted				▶													
•Roadway Access Permit submitted				▶													
•Applicant requests Partial Completion inspection				▶													
•Staff conducts inspection & provides applicant written punch list					▶												
•Applicant responds to punch list and schedules follow-up inspection						▶											
•Staff conducts inspection							▶										
•Staff signs off in H T E & provides Partial Completion approval letter								▶									
Release of Permits for Individual Structures																	
Letter of Credit Partial Release (can occur any time throughout process)																	
•Design engineer submits partial release request																	
•Staff conducts inspection & approves release																	
•Staff notifies bank of amount of draw down																	
Substantial Completion																	
•Approval letters submitted (Water, Wastewater & utilities)																	
•Applicant requests Substantial Completion inspection																	
•Staff conducts inspection & provides applicant written punch list																	
•Applicant responds to punch list and schedules follow-up inspection																	
•Staff conducts inspection																	
•Staff signs off in H T E & provides Substantial Completion approval letter																	
Certificates of Occupancy Issued for Permits for Individual Structures																	
Project Close-out																	
•Applicant requests Pre-final inspection																	
•Staff conducts Pre-final inspection & provides applicant written punch list																	
•Applicant responds to punch list and schedules follow-up inspection																	
•Close-out Package Submitted																	
•Staff Comment on Close-out Package																	
•City engineer approves release of mylars for as-builts																	
•Design engineer gets mylars from Plat Room to produce as-builts																	
•Staff conducts second pre-final inspection																	
•Applicant responds to punch list and schedules follow-up inspection																	
•Submittal of requested close-out package materials (includes as-builts)																	
•Financial guarantee executed for remaining minor work																	
•Applicant requests Final inspection																	
•Final Inspection																	
•Staff signs off in H T E & provides Final Acceptance letter																	
•Financial guarantee release of 90%, begin one-year warranty period																	
Warranty Period																	
•Warranty inspection requested by developer																	
•Staff conducts warranty inspection & provides applicant written punch list																	
•Applicant responds to punch list and schedules follow-up inspection																	
•Staff conducts warranty inspection																	
•Staff signs off in H T E & provides Warranty Period Completion letter																	
•Release of remaining 10% of financial guarantee																	
*Schedule assumes a staff one week turn around for review comments/inspections and a developer two week turn around for response to the comments.																	
Shaded areas are developer/applicant responsibility																	



City of Santa Fe

LAND USE DEPARTMENT

Quasi-Public Definition

Santa Fe City Code Chapter 14.9-3

“The applicant shall provide a cost estimate, prepared by a New Mexico licensed professional engineer or other qualified person as approved by City staff, for all public or quasi-public improvements that are required as a condition of City approval or will be maintained by the City. Required improvements include those described in §14-9.2 and as listed in the City guidelines. The cost estimate shall include an additional ten percent contingency; a five percent contingency is acceptable for nonprofit housing and economic development organizations approved by the Community Services Department.”

The Land Use Department considers quasi-public to mean improvements used by the public or used in common by owners of lots within a subdivision or multi-family development. According to the above citation, a financial guarantee is to be in place to cover all work described in Section 14-9.2 of the SFCC. This includes documentation, streets (both public and private), sidewalks, cross walks, curb and gutter, utility, storm drainage, street improvements, landscaping and bikeways. Quasi-public is considered to be any construction that will eventually be dedicated to the City, will eventually be the maintenance responsibility of the City, will eventually be utilized for emergency access by the City responders, is required for accessibility under the ADA Guidelines, or has a life expectancy of more than 10 years. The state capital improvements definition includes the 10 year provision.

To be more explicit, staff has generated the list below to detail the items that will require a financial guarantee. A separate list for commercial projects is on page 2.

Items considered Quasi-public for bonding purposes include, but are not limited to:

- Any public road or road that will eventually be dedicated to the City (must meet public standards) including all earthwork for this road construction
- All utility work on any public road or road that will eventually be dedicated to the City
- Private street (in regard to public access for emergencies, ADA standards, etc...)
- All utility work, other than lighting, on any private road.
- Parking areas for more than one single family residence.
- Water mains, service lines and associated appurtenances (hydrants, valves)
- Sewer line laterals and mains, manholes, all associated work items (up to the right-of-way)
- Force mains, grinder pumps, pump stations, lift stations
- Drainage structures, ponds, culverts, storm sewer pipes, gabions, rip-rap, valley gutters, fillets, and all earthwork required for construction of these items.
- All earthwork
- Erosion Control structures (temporary and long term)
- SWPPP Monitoring and maintenance
- Landscaping and irrigation
- Revegetation
- Site restoration
- Retaining walls within a multi-family, subdivision project or within a right-of-way
- Sidewalks within a multi-family, subdivision project or within a right-of-way
- Curb and gutter within a multi-family, subdivision project or within a right-of-way
- Signage, striping, street lighting and traffic signals within a multi-family, subdivision project or within a right-of-way
- Traffic Control
- Control monument
- Record drawings
- Construction staking, material testing, construction management and engineering

Items considered Quasi-public for commercial project bonding purposes include, but are not limited to:

- Any public road or road that will eventually be dedicated to the City (must meet public standards) including all earthwork for this road construction
- All public utility work on any public road or road that will eventually be dedicated to the City
- Private street (in regard to public access for emergencies, ADA standards, etc...)
- All public utilities, both on-site and off-site.
- Water mains, service lines and associated appurtenances (hydrants, valves)
- Sewer line laterals and mains, manholes, all associated work items (up to the right-of-way)
- Force mains, grinder pumps, pump stations, lift stations
- All stormwater infrastructure including but not limited to drainage structures, ponds, culverts, storm sewer pipes, gabions, rip-rap, valley gutters, fillets, and all earthwork required for construction of these items.
- All earth work
- Erosion Control structures (temporary and long term)
- SWPPP Monitoring and maintenance
- Landscaping and irrigation in the public right-of-way
- Revegetation
- Site restoration
- Retaining walls within a right-of-way
- Sidewalks within a right-of-way
- Curb and gutter within a right-of-way
- Signage, striping, street lighting and traffic signals within a right-of-way
- Traffic Control
- Control monument
- Record drawings
- Construction staking, material testing, construction management and engineering