

SUBDIVISION OR COMMERCIAL PROJECT APPROVAL

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

1. Prefiling Conference with Stormwater Administrator and Plan Review Coordinator
2. City of Carmel Technical Advisory Committee (TAC) review.
3. Plan Commission/Board of Zoning Appeals approvals (if applicable).
4. Copy of IDEM Sewer Permit, IAC 327 (if Carmel Utilities sanitary sewer).
5. 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. Easements not included in a platted development.
 - i. Open Pavement Cuts in dedicated street right of way.
 - j. Road Closures and Lane Restrictions
 - k. Sidewalk/Asphalt Path Closures and Restrictions
 - l. 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.

6. 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.**
7. All required onsite and offsite easements must be obtained prior to approval of plans and construction.
8. Provision of required Certified and detailed Engineer's Estimates. 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.
9. All required Performance Guarantees.
10. Construction Plan approval including satisfaction of all Department of Engineering issues, Carmel Utilities issues, drainage consultant issues and Hamilton County Surveyor Drainage issues (if applicable).
11. Approved Stormwater Management Permit are required for any project with 0.25 Acres or more of land disturbance and include reviews of complete drainage reports, stormwater pollution prevention plans, and O&M Manuals
12. Approved Right of Way Permit and appropriate bonding.
13. Provision of 6 sets of approved certified construction drawings. All drawings submitted for stamp and signature shall be submitted on 24" x 36" sheets. Additionally, submitted drawing sets 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. 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. In each case, the Developer, the Developer's Design Engineer, and the Developer's Contractor will each receive 1 set.
14. Pre-Construction meeting with City Inspectors.