

AN ORDINANCE TO ADD A PRE-SUBMITTAL MEETING TO THE REQUIREMENTS FOR DEVELOPMENT ENGINEERING PLANS BY AMENDING SECTION 16.08.070 OF THE RAPID CITY MUNICIPAL CODE

WHEREAS, the City of Rapid City has enacted ordinances that regulate the subdivision of property within the City's platting jurisdiction; and

WHEREAS, the subdivision regulations require, in part, the construction of public improvements to serve the property being developed; and

WHEREAS, development engineering plans must be approved by the City's engineers prior to construction of the required public improvements; and

WHEREAS, a pre-submittal meeting between a developer's engineering consultant and the City's engineers would be mutually beneficial in the review and approval of plans for public improvements, reducing the time and effort needed by the City.

NOW THEREFORE, BE IT ORDAINED by the City of Rapid City that Section 16.08.070 of the Rapid City Municipal Code be and is hereby amended to read in its entirety as follows:

16.08.070 Development engineering plans.

A. *Description.* Development engineering plans are submitted by the applicant following City Council approval of a preliminary subdivision plan and prior to submittal of a final plat. The development engineering plans shall include and meet the stipulations of approval of the preliminary subdivision plan and shall include plat documents and plans for public streets, public utilities, drainage, and all other public and private improvements as required by city ordinance and/or resolution.

B. *Pre-submittal meeting.* The applicant, or the applicant's consultant, shall schedule a pre-submittal meeting with the Development Review Engineer. The meeting shall be held after the consultant has completed the construction plans and design report. The purpose of the meeting is to allow the consultant to discuss all assumptions, methods, and any other necessary information relevant to the design of the project, as well as to allow the Development Review Engineer to verify the completeness of the construction plans and design report prior to the consultant submitting a development engineering plan application. An application containing preliminary or incomplete designs shall not be accepted. The City Engineer or designee may waive the requirement for a pre-submittal meeting for projects with minimal infrastructure.

BC. *Review.* The owner and/or designated agent shall submit the required application, fees, number of copies of the plat document, number of copies of the designs for public and/or private improvements, and the appropriate supporting documents, reports, permits, approved exceptions and/or variances, and other specified information to the Department. Upon receipt of a complete application and the required information, the Director shall provide all information to the Public Works Department. The Public Works Department and the DRT shall have 15 working days from

receipt of the application to complete their review and to approve, deny, or suspend the application. Applications not acted on within 15 working days of submittal (approved, denied or suspended) shall be deemed approved. The approval, denial, or suspension shall be provided to the owner and/or designated agent.

CD. *Suspended timelines.* If the Director of Public Works determines that the application for development engineering plans does not contain the specified and required information, the review timeline shall be suspended and the owner and/or designated agent shall be notified of the deficiency. When complete and sufficient information is provided by the owner and/or designated agent, the review timeline shall be re-engaged, with an additional 3 working days added to the remaining balance of the review timeline. Applications suspended for more than 90 consecutive days shall be denied by the Director. Applicants may appeal to the City Council for extensions, providing that the appeal is heard within 90 days of the suspension.

DE. *Appeal of suspended timelines.* When the owner and/or designated agent does not concur with the Director of Public Works regarding the information required for the development engineering plans, an appeal can be filed to the City Council. The City Council may approve or deny the development engineering plans in its entirety, upon the applicant's request, with consideration being given to the disputed item(s).

EF. *Approval criteria.* The City Engineer or designee shall approve the development engineering plans provided the documents comply with Infrastructure Design Criteria Manual, Standard Specifications for Public Works Construction and all other city criteria adopted by city ordinance or resolution including exceptions to the criteria approved by the City Engineer or City Council.

CITY OF RAPID CITY

Mayor

Attest

Finance Officer

(seal)