

# POLICY MANUAL

Date Adopted: November 19, 2008

Classification: FEES

Date Last Amended:

Subject: Accelerated Development Review  
Plan Check

Approved By:


*Bob Van Wyke*

## **PURPOSE:**

To provide developers with an alternative to decrease the processing time for entitlement applications and map review. The services will be provided by District staff on a voluntary basis or alternatively by pre-approved consulting engineering firms. The accelerated review would decrease the review turn around time from 20 working days to 10 working days from first submittal. The two week subsequent submittal would be reduced to one week. This service will be provided by staff working outside of the normal business day or by a consultant.

## **PROCEDURE:**

1. The developer shall submit a written request to the District's Engineer for accelerated plan review including the entitlement number, the location and any other information to enable the District to fully consider the request.
2. District staff will evaluate workload and schedules to determine if the 10 working day turn around time is achievable and if the accelerated review request will interfere with normal job duties during normal work hours.

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3. If it is determined the accelerated plan check request can be committed to and the review performed by District staff, the developer is notified within one working day the request is accepted, the estimated review fee and the estimated date of completion. If District staff cannot perform the accelerated review, approved consultants will be contacted to see if they can meet the schedule. If a consultant is available, the developer is notified within two working days notifying them of acceptance of the request and the estimated review fee and date of completion. The review fee is an estimate of the time to complete the plan check and it must be paid in advance of commencing plan review.

- a. If review is performed by an approved consultant of the District, the rate shall be equal to the rate the consultant charges the District per hour plus the District staff rate of \$80 per hour for a minimum of two hours.
- b. If the plan is reviewed by District staff the plan review cost shall be \$80 per hour with a minimum of two hours.

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4. If the developer accepts the estimated date of completion and the review fee, plan check will begin upon receipt of the fee. The plan check will then be returned to the developer within ten working days.
  
5. The consultant reviewer has six working days from acceptance of the fee to complete the plan check and return it to the District for review by the Assistant District Engineer or his designate. The plan check will be returned to the developer/engineer for correction within ten working days of acceptance of the fee.
  
6. If District staff or an approved consultant does not have the time available to complete the accelerated plan review, the developer will be notified within one working day, and the plans will be placed in the order they were received for review.