



Town of Castle Rock **Digital Submittal Requirements upon Approval of Construction Drawings**

Once Construction and/or GESC Documents have been signed and approved by the Town of Castle Rock, through the standard review process, the following requirements shall be met:

Prior to issuance of site Construction Permit - *Submit to Development Services the following:*

1. 1 original full size signed and approved Construction Drawings
2. 2 bound 11"x17" paper copies of the signed and approved plans
3. 1 bound copy of the signed and approved Final Utility Report (if not already submitted)
4. 1 bound copy of the signed and approved Phase III Drainage Report (if not already submitted)
5. 1 CD labeled "**Development Services**" containing the following (*this may be the same CD or DVD as item 4 below under GESC permit; however, in separate folders for GESC and CD's*)
 - a. 1 electronic copy (Adobe PDF format) of the signed and approved Construction Drawings (all sheets combined into one file and legible)
 - b. 1 electronic copy of the approved plan set in AutoCAD "dwg" file format (AutoCAD 2004 or older), providing drawings were prepared in AutoCAD. Copies shall be prepared by using the AutoCAD "Etransmit" command to package. If the drawings were prepared by hand or alternate electronic means, this requirement shall not be necessary.
 - c. 1 electronic copy (Adobe pdf format) of the signed and approved Final Utility Report (one file)
 - d. 1 electronic copy (Adobe pdf format) of the signed and approved Phase III Drainage Report (one file)
 - e. 1 electronic copy (Adobe pdf format) of the signed and approved Opinion of Probable Costs
 - f. Additionally, submit 1 electronic copy (Adobe pdf format) of all other documents requested for approval by the Town of Castle Rock. These documents include, but are not limited to, legal descriptions and exhibits of easements, O&E reports, Technical Criteria Variances, and conformance letters.
6. Submit payment of Permit Fee (inspection and use tax) and post applicable Surety

Prior to issuance of GESC Permits – *Submit to Development Services the following:*

1. 1 full size bound paper copies of the signed and approved GESC plans
2. 1 bound 11"x17" paper copies of the signed and approved GESC plans
3. 1 bound copy of signed and approved GESC report (if not already submitted)
4. 1 CD labeled "**Development Services**" containing the following (*this may be the same CD or DVD as item 5 above under Construction Permit; however, in separate folders for GESC and CD's*)
 - a. 1 electronic copy (Adobe PDF format) of the signed and approved GESC plan (all sheets in one file)
 - b. 1 electronic copy (Adobe pdf format) of the signed and approved Stormwater Management Plan (all sheets combined into one file)
 - c. 1 electronic copy (Adobe pdf format) of the signed and approved GESC Report (one file)
 - d. 1 electronic copy (Adobe pdf format) of the signed and approved GESC Opinion of Probable Costs
5. Submit payment of Permit Fee (inspection and use tax) and post applicable GESC Surety

Close out and Certificate of Acceptance Issuance – *Submit all to Public Works Inspector:*

1. 1 paper set of Record Drawings reviewed and approved by Public Works.
2. 2 paper copies of the engineer's certification that the record drawings are accurate. Submit to Public Works at the same time Record Drawings are submitted for review by Public Works.
3. 3 electronic copies, in Adobe PDF format of the Record drawings (CD or DVD). All sheets of these PDF file shall be legible.
4. 1 electronic copy of the approved RECORD drawings in AutoCAD "dwg" file format, providing drawings were prepared in AutoCAD. Copies shall be prepared by using the AutoCAD "Etransmit" command to package. If the drawings were prepared by hand or alternate electronic means, this requirement shall not be necessary.

NOTE: The Warranty Period shall not begin until the above requirements have been met.