

Appendix 3.2.3: The Drainage Coordination Process following Initial Engineering

1. Set up the Drainage and Permitting Coordination Meeting
 - a. In-House Projects: Upon receiving the Initial Engineering Plans from Final Plans set up a Drainage & Permit Coordination Meeting with the Project Manager(s), Designer(s), Construction, and Maintenance. The meeting should be completed within 30 days.
 - b. For Consultant Projects: The Consultant Project Manager should set up the Drainage & Permitting Coordination Meeting. An additional comment should be made if the meeting has not been set up by the time that the Drainage PM is submitting electronic review comments.
2. The following should be organized and made available at the Drainage & Permitting Coordination Meeting:
 - a. Initial Engineering Plans
 - b. Pond Siting Report, Conceptual Drainage Report, and/or 3R Report (for minor projects only)
 - c. Preliminary BHR, if applicable
 - d. Permit Involvement Form
 - e. Permits Required Memo
 - f. Project Schedule (updated)
 - g. For Consultant Projects only: Final approved staff hours for Project Activity #5, 6, and 8.
3. At the Drainage and Permitting Coordination Meeting, verify the following items:
 - a. Proposed drainage design and any construction or maintenance related issues
 - b. Permitting requirements
 - c. Drainage and permitting documentation requirements (may need to refer to staff hours and original scope for consultant projects to determine what was paid for)
 - d. Project schedule accurately reflects the activity and duration requirements
4. If necessary, the Drainage PM should email Dianne Forte of the Scheduling Office (cc the Project Manager) within 1 week of the Drainage and Permitting Coordination Meeting to request removal of any unneeded drainage or permit activities. **Before removing any activities, the Drainage PM should be very confident that the activity will NOT be required.**