

PLANNING DIVISION, STEVENS COUNTY LAND SERVICES DEPT.
**CONSTRUCTION DRAWING AND ROAD IMPROVEMENT
REQUIREMENTS GUIDE FOR SHORT PLATS AND SUBDIVISIONS.**

The construction of Public or Private Roads is a requirement for most short plat and subdivision applications. When road building is required, Stevens County Code, Title 3, lays out the submittal requirements for construction drawings, how improvements are pledged, and As Built submittal requirements. The following guide is designed to clarify the road standard requirements.

Please note that road construction requirements listed in SCC 3.11 for subdivisions are identical to the requirements listed in SCC 3.16 for short subdivisions.

Step 1: At the time of short plat or subdivision submittal or prior to the construction of the road, construction drawings are required to be submitted pursuant to Stevens County Code, Title 3. Construction drawings shall be prepared and submitted either at the time of consideration of the Preliminary Subdivision or prior to construction of roads. Construction drawings shall include the following information:

- A. A title sheet showing road location and name
- B. Typical section sheet showing proposed material depths and roadway widths
- C. Plan and profile sheets showing existing topography with proposed roadway in plan view and existing road grade with proposed road grade with grades labeled in profile view.

Step 2: Once Preliminary Approval is granted and the construction drawings are approved, improvements may be pledged as following:

- A. Before requesting final approval, the applicant shall carry out minimum improvements by any of the following methods:
 - 1. By actual installation of improvements to the satisfaction of the Department; or
 - 2. If acceptable to the Director, by furnishing the county with a bond or other security sufficient to secure the estimated cost of construction and installation of all required roads, drainage, and other improvements to the satisfaction of the Department. Performance securities shall generally be in an amount equal to 125 percent of the estimated cost of installing the improvements.
- B. A maintenance bond or other security shall be required in order to assure the successful operation of the improvements for an appropriate period of time up to two years after final subdivision approval. The maintenance bond or security shall be required upon completion of construction and installation of the improvements to the satisfaction of the Director.

Step 3: After completion of all requirements and prior to both a) final acceptance of the improvement, and b) final short plat or subdivision approval, the following requirements shall be met:

- A. As built drawings reflecting any changes to previously approved construction drawings to the Department. No changes in improvements may be made without prior approval of the Director;
- B. Copies of the short subdivision and drawings showing the actual location of all mains, hydrants, valves, and other fire improvements to the County fire marshal or appropriate fire district (when applicable); and
- C. A statement by the applicant and his or her registered engineer that the drawings show the actual location of the required improvements.

This Three Step process will apply to most short plat and subdivision applications but we encourage you to ask questions about your specific project in advance of submitting required information.