



# City of La Quinta

## ENGINEERING BULLETIN #08-03

TO: All Interested Parties

FROM: *JRT* Timothy R. Jonasson, Public Works Director/City Engineer

SUBJECT: Policy for Expiration of Improvement Plans

DATE: May 12, 2015

In an effort to ensure high quality development in the City of La Quinta, this bulletin establishes a policy for expired on site and off site improvement plans.

An improvement plan is considered "expired" if 18 months passes and no improvements have been constructed. For example, if a street improvement plan is approved by the City Engineer on January 1, 2014 and no construction has commenced before July 1, 2015, the street improvement plan is considered "expired."

If the improvement plan has expired, there are several options to "refresh" the existing plan. All of the options begin with a review of the existing plan by the Engineer of Record (EOR) for:

- a) compliance with the most recent Federal, State and local laws and standards (which may have changed within the last 18 months)
- b) road transitions with adjacent properties (conditions may have changed within the last 18 months)
- c) boundary conditions with adjacent developments (conditions may have changed within the last 18 months)

After the EOR completes the review, there are 3 options to "refresh" the existing plan:

- 1) If the "expired" improvement plan requires no changes to comply with the above mentioned review criteria, a letter is submitted to the City by the EOR (stamped and signed by the EOR) so stating. A "Minor Plan Check" fee is collected (currently \$145 per sheet, which equals one hour of staff time) for City staff to verify that the expired improvement plan meets the above mentioned criteria and then an approval letter is issued by the City Engineer.

- 2) If the "expired" improvement plan requires minor changes to comply with the above mentioned review criteria, delta revisions are submitted by the EOR to the City. A plan check revision fee will be charged per the City of La Quinta Master Fee Schedule for the type of plans being revised. Upon completion of the plan check process, the City Engineer approves the delta revision mylars.
- 3) If the "expired" improvement plan requires major changes to comply with the above mentioned review criteria, new improvement plans are submitted and new plan check fees will be required.

Although it is incumbent upon the applicant to track their own improvement plans, as a courtesy, the Public Works Department may send a reminder letter that a specific improvement plan is about to expire.