

PRE-CONSTRUCTION MEETING PROTOCOL

This information is subject to change but should apply to most projects

Residential/Commercial

- Pre-construction meetings are conducted by Rod Dougan once a week on Monday's starting at 9:30am at City Hall on the 2nd floor conference rooms A/B
- To be placed on the pre-construction meeting agenda the following items must be submitted the previous Monday by 12:00pm to the Department of Engineering. All transmittals shall be addressed to the attention of Rod Dougan.
rdougan@noblesville.in.us
- A copy of the TAC approval letter. Questions should be directed Brian Gray
bgray@noblesville.in.us
- A copy of the GIS approval letter. GIS questions should be directed to Mike Morris
mmorris@noblesville.in.us
- A copy of the MS4 approval letter. MS4 questions should be directed to Ira Goldfarb
igoldfarb@noblesvilles.in.us
- A copy of the IDEM approval letter for the sanitary.
- A copy of the indirect or direct outlet permits approval from the County Surveyors office. Outlet permit questions should be directed to Steve Cash
steve.cash@hamiltoncounty.in.gov
- A check payable to the City of Noblesville for pre-paid inspection fees.
- A certified construction cost estimate from a PE/LS broken out to show each item of dedicated infrastructure. Example sanitary/storm/street cross section/common walk/street trees/erosion control and any offsite work.
- An Original Performance Bond (no copies) in the amount of 110% of the construction cost for the residential erosion control. This includes commercial projects for the erosion control also. Bonds will not be accepted from the contractor, the bond must be in the name of the owner/developer.
- A copy of the conveyance documents for offsite easements and/or rights-of-way.
- For residential development 3 – Sets of full size drawings and 2 – sets of 11x17 to scale, also a PDF copy of those drawings.
- For commercial development 3 – Sets of full size drawings and 2 – sets of 11x17 to scale, also a PDF copy of those drawings.
- As-built drawings in an electronic format will be required before any development can be platted or Certificate of Occupancy will be issued for commercial projects.
- Your dirt and pipe contractor/erosion control project manager is required at the pre-con meeting.



Rod Dougan
Field Operations Manager
Date: 01/21/2016