CANYON HIGHWAY DISTRICT No. 4
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July 8, 2021

To the Development Community:
Engineers, Planners, & Developers

Re: Canyon Highway District No. 4
Project Submittals

As you are all aware, we are in the midst of a record-setting development trend in the Treasure Valley, with population growth rates near the highest in the nation. This rapid expansion of development activity places a burden on public agencies, consultants, and contractors alike to respond to the increased demand for services.

The spike in application submittals over the previous 24 months has resulted in delays for review and comment on development applications in excess of the 30 days provided under our development policy. Typical timeline for review of submittals for new projects has averaged around 40 calendar days over the previous 3 months. While much of this delay is due to the volume of new applications, a significant portion can be attributed to re-submittals that do not address CHD4 comments on design, construction, or material standards; that contain obvious errors or omissions; or do not comply with common standards of care for engineering practice or drafting.

Approved plans for development projects which involve public roadways or new public roadway improvements are in effect contracts between the highway district, the developer, and the contractor. These documents become permanent records of the District, and are the basis for any dispute arising during or after construction. It is in the interest of the Highway District, the developer, the contractor, and the consultant to develop an accurate and as reasonably error-free document as possible that describes the terms and conditions of the contract prior to commencing construction. Additionally, the Highway District has responsibility for perpetual maintenance of new public road facilities created by development, so durable designs and construction materials are in the public interest and are required as a part of plan project approval.

It has been our experience that three submittals (two sets of review comments) are sufficient to develop a plat or plan that meets highway district and engineering standards for most projects. The District is not here to serve as your quality control team. It is the responsibility of the design engineer to deliver project plans that meets published highway district standards, standard engineering practices, are generally free from errors and omissions, and clearly convey the required information.

Project submittals that fail to address comments previously made by CHD4, are not legible, or contain numerous errors or omissions may be returned for revision without additional comment.

In an effort to expedite project approvals once they have been initiated, CHD4 review priorities are established by the following variables:

- Time since submittal (in days)
- Phase of the project (Final Plat > Improvement Drawing > Preliminary Plat > Concept)
- By submittal number (2x priority for 2nd review, 3x priority for 3rd review). In practice, a 3rd submittal gets reviewed in about half the time of a 1st submittal.

Project reviews that require more than 3 reviews are subject to reduced priority:

- 4th review = 1.5x priority
- 5th review = 1.2x priority
- 6th review or more = 1.0x priority

Submittals after the 3rd (4th submittal and higher) are subject to new plan review fees for each additional submittal in order to recoup the additional costs borne by the District.

CHD4 is also in the process of updating our development review fee schedule to more closely match costs for staffing development reviews. Current fees are generating approximately 30% of labor costs for development related reviews; the proposed revised fees will push that closer to 65% of review costs. New fees for review of traffic impact studies and city development projects affecting District roadways are also proposed. The revised fee schedule will be published in the Idaho Press-Tribune July 21st & July 28, and a public hearing is scheduled for August 4th at the CHD4 offices.

Our Highway Standards and Development Procedures are clearly published on our website at www.canyonhd4.org/development , along with submittal requirements for various development applications. Please make use of these resources to assist in plan submittals that can be advanced without extensive delays related to multiple revisions. Attention to these matters will reduce review times for all projects by increasing overall efficiency.

Please feel free to contact me with any questions you may have.

Respectfully,



Chris Hopper, P.E.
District Engineer
Canyon Highway District No. 4

CC: CHD4 Director Tim Richard
CHD4 Board of Commissioners
Include with all project review comment letters