WSDOT Olympic Region Development Services
Developer Agreement Process Flow Chart w/ Signal

Developer contacts Development Services (DS) to begin post-SEPA Developer Agreement process

Developer Submittal

JC Set-up

"Signal Permit w/ Warrants Review"
2 to 3 weeks for **each** WSDOT review

"Plan for Approval Review"
3 to 4 weeks for **each** WSDOT review

DS forwards to *Developer* Reimbursable Account Letter & "**Developer Agreement Guidebook**"

Developer returns signed Reimbursable Account Letter with surety

DS obtains reimbursable "JC" account # and PEO is determined

Developer submits "Signal Permit w/ Warrants"

DS forwards Signal Permit to Olympic Region Traffic for review. ~2 week

Olympic Region Traffic forwards to Region Administrator for signature. Copy to State Traffic Engineer. ~1/2 week

Signal permit number assigned from HQ and returned to Developer.

Developer submits "Plan for Approval" (PFA)

DS reviews PFA. Is it complete per Guidebook Checklist? ~1/2 week

DS forwards PFA for review to: Plans, Traffic and PEO. ~2 week

DS compiles comments. Does PFA meet all design standards? ~1/2 week

DS returns Signal Permit to *Developer* to complete and/or modify

DS returns PFA to *Developer* to complete and/or modify

PFA Mylar Approval

Preliminary Signal Plan Submittal
2 to 3 weeks for **each** WSDOT review

"Full Package Submittal" (FPS) Review
4 to 5 weeks for **each** WSDOT review

DS notifies *Developer* to submit PFA on Mylar and gives *Developer* OK to submit "**Full Package Submittal**" (FPS)

DS receives PFA Mylar, forwards to Plans Office for signature approval, and returns copy to *Developer*

Developer submits "Preliminary Signal Plan"

DS forwards Preliminary Signal Plan to Olympic Region Traffic for review and approval. ~2 week

DS returns approved Preliminary Signal Plan for inclusion into FPS

Developer submits "**Full Package Submittal**" (FPS)

DS reviews FPS. Is it complete per Guidebook Checklists? ~1/2 week

DS forwards FPS for review to: PEO, Traffic, Hydraulics, Utilities, and Maintenance (**others if needed**). 1st Review 3 weeks, additional reviews up to 2 weeks each.

DS compiles comments. Does FPS meet all design standards? ~1 week

DS returns Preliminary Signal Plan to *Developer* to complete and/or modify

DS returns FPS to *Developer* to complete and/or modify

1 - 2 weeks Draft Agreement Preparation

Agreement Execution

Developer Agreement Construction w/PEO

Agreement Closure

DS compiles draft Developer Agreement (DA) ~1/2 week

Final *PEO* review (if requested by PEO) ~1 week

DS sends draft DA to *Developer* for signature & bonding ~1/2 week

Developer returns signed agreement and *DS* has agreement executed ~1/2 week

DS forwards executed DA to *Developer* w/ assigned PEO information and *DS* distributes DA to all other applicable redpients ~1/2 week

Developer contacts *PEO* to set up Developer Agreement pre-construction meeting

PEO authorizes the *Developer* to begin construction on state highway right of way

Developer completes highway construction and *PEO* approves and accepts project

DS processes Access Connection Permit (if required) ~1 week

DS releases bond and Agreement is closed ~2-3 months

Revised 5/20/03 dan