**Maintenance Plan Review Process**

The project manager will send one plan set to the Maintenance Division for review at least one time during the design phase of the project. The project manager will determine at what design phase to send plans to them. This will depend on the scope and nature of the project. Typically, they would prefer to have them sent at the first final plan stage, when they are more complete. However, if you believe that it is critical to get their opinion on something at an earlier stage, you can either send them an additional set or include them on correspondence or meetings.

The project manager will determine which maintenance district the project falls into. If it is in the Blue Valley Maintenance district, the plans will be sent there. If it is in the Shawnee Mission Maintenance District, the plans will be sent to the Dennis Garrett facility.  Plans that overlap into both districts will need to be sent to both places.

* If the project is primarily a storm drainage project, it should be directed to

 Cathy Wilson (BV) or Eric Sandberg (DG).

* If the project is primarily a traffic project, it should be directed to Sean Ruis (DG).
* If the project is primarily a roadway project, it should be directed to

Jeff Hunt (BV) or Brian Hutchinson (DG).

The maintenance division manager will then pass the plans on to the other division managers at their location for review if the project is multi-disciplined. Once the plans have been reviewed by the maintenance division, they will be sent back to the project manager.

When routing the plans please use the “Maintenance Plan Review Memo”.