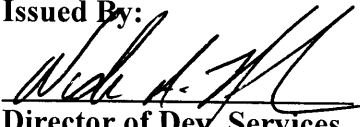

	Site Development Policies and Procedures	Effective Date: <i>January 15, 2015</i>
	FIRE LANE PLAN REVIEW	Supersedes policy dated: <i>N/A</i>
Issued By:  Director of Dev. Services		
		 Asst. Chief, Dept. of Fire & Rescue

Purpose:

The purpose of this policy is to require that fire lane plans are reviewed and approved with the final site plan and ensure that the occupancy of a building is not delayed. Currently, fire lane plans may be approved in two ways. They may be submitted, reviewed and approved with the final site plan submission or approved separately by the Fire Marshal's Office (FMO) after the final site plan has been approved. The latter has sometimes resulted in delays of occupancy because the need to have a plan reviewed and approved was identified very late in the process (almost at the time the building is ready for occupancy).

Effective Date:

This policy shall become effective on January 15, 2015.

Submission Process

Fire lane plans shall be included in the final site plan that is submitted to the Department of Development Services (DDS) for review and approval. The plan is transmitted to reviewing agencies including the FMO for review. Comments from the FMO will be included in the summary letter together with all other agency comments. The FMO does not require a copy of the entire plan to review the fire lane plan and the applicant may submit just copies of the fire lane plan sheets while the plan goes through the review process. When the plan is submitted for signature, the plan set shall include the fire lane plan sheets. When the plan is approved, the fire lane plans will also be approved. The approved fire lane plans remain valid so long as the final plan is valid.

Review Fees:

The fire lane plan review and inspection fees are due and may be paid at the time a site development or site preparation permit is issued.

Applicability:

This policy is effective January 15, 2015 for all first submission of final plans. Final plans currently under review and not yet recommended for signature submission will be required to submit a fire lane plan for review and approval prior to the final signature.

Final site plans approved or recommended for signature after the effective date of this policy (January 15, 2015), that did not include the fire lane plans as part of the site plan approval, can still be submitted to the FMO. This will include for review and approval until after one year of the effective date of this policy. Thereafter, the FMO will no longer accept fire lane plans for review. Approved plans that do not include a fire lane plan shall be required to submit the fire lane plan as a revision. The revision is submitted to DDS and will be reviewed and approved in the usual manner that revisions to approved plans are processed. Plan revision fees will also apply.