

**This form is to be submitted by the project manager or requesting agency.
Each form must be accompanied by a final set of bid plans.**



**METRO A.D.A. COMPLIANCE DIVISION
PROJECT SUBMITTAL FORM**

**All fields must be completed. Use "N/A" if necessary.
If completing by hand, please print.**



***Permit application number**

***Requesting agency**

***Date submitted**

***Project name, where/what**

***Street number, street name**

***Zip code**

***Map parcel**

***Council district**

***Project description (select the best description)**

New construction

Full rehab

Renovation (existing plus new addition)

ADA upgrades only

Infrastructure

Playground, athletic field, recreation area

Maintenance

Roof

***20% Cost of Alteration to Primary Function Area or 20% Cost of Milling & Paving**

Project Manager(s) - Include mailing address, phone number and email address.

Registered Design Professional(s), if applicable - Include mailing address, license number and state, phone number and email address.

***Anticipated Start Date**

***Anticipated End Date**

***Proposed Cost**

***Funding Source(s)**

[Click here to clear form and start over.](#)

Project Requirements

It is the responsibility of the project architect, engineer, and/or professional designer to design each project to fully comply with the Americans with Disabilities Act (ADA) 2010 ADA Standards for Accessible Design as has been adopted by Metro. The ADA Compliance Division will conduct a courtesy plans review to help identify deficiencies in the design as it relates to the ADA standards. This review is not an approval of the submitted plans but merely a courtesy offered to assist the responsible designer.

Construction activities will be conducted in a manner that ensures compliance with ADA standards. Before a final Use and Occupancy permit will be issued by the ADA Compliance Division **ALL** ADA issues addressed in the review and/or inspections must be corrected in a manner that fully complies with ADA standards.

In an effort to assist the design professional, project manager, and construction personnel, the ADA Compliance Division will do its best to conduct field audits when requested, if personnel are available. Regardless of whether a field audit is conducted or not, the ultimate responsibility of complying with the 2010 ADA standards lies with the design professional, project manager, and construction personnel.

Issues of non-compliance with the ADA standards in regards to design/field conditions must be resolved by the design professional and the project manager/construction personnel. The ADA Compliance Division does not offer design services and is not licensed to do so. Discrepancies between design drawings and actual field conditions must be resolved by the professional designer and the project manager/construction personnel in a manner that will fully comply with the 2010 ADA standards.

The following construction language MUST be on both sets of construction plans

All design and construction activities shall be completed in full compliance with the Americans with Disabilities Act (ADA) 2010 Standards for Accessible Design as has been adopted by Metro.

Project Submittal

By submitting this form I acknowledge I have read and understand all requirements for this project and will fully comply with the provisions of the Americans with Disabilities Act (ADA) 2010 ADA Standards for Accessible Design as has been adopted by Metro.