

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Finance and Internal Operations
Bureau of School Facilities

INSTRUCTIONS

FORM ED042 **REQUEST FOR REVIEW OF FINAL PLANS** (Rev. 5/09)

Form ED042 must accompany final plans and project manual (specifications) for each phase of the project.

PAGE 1 of 2: REQUEST FOR REVIEW OF FINAL PLANS

(This page of the form must be completed for **all** projects. If requesting acceptance of local plan review and approval in lieu of review by the Bureau of School Facilities, the page 2 of this form must **also** be completed.)

- Provide school district name, the name and address of facility where project is to take place, the project number assigned by the State Department of Education and the phase number in the appropriate boxes. The phase number should also indicate the number of phases approved by the school facilities unit (e.g. “1 of 3” or “2 of 2”).
- Indicate the dates you plan to begin and complete construction. Note that for all projects other than those exclusively for the correction of code violations, construction must begin within 2 years after the effective date of general assembly authorization to enter into a grant commitment.
- **Certification of approval dates:** Complete the first 3 lines by entering in the spaces provided, the dates of the official approvals by the local Board of Education, the School Building Committee and, if a site acquisition, the State Board of Education. Next fill in the blanks in the certification statement by entering the date of the final plans and project manual and the date of the professional costs estimate **as they appear on those documents**. Both signatures are necessary to complete this certification section.
- Provide the name and telephone number of the project architect.
- Check the appropriate box above the superintendent’s signature, to indicate whether this request is (1) for review and approval of plans by the Bureau of School Facilities, or (2) for state acceptance of local review and approval. If the latter, the reverse side of the form must also be completed.
- **Attach all documents indicated in the narrative beside the box checked including the new requirement for a detailed project scope letter.**

PAGE 2 of 2: REQUEST FOR STATE ACCEPTANCE OF LOCAL PLAN REVIEW AND APPROVAL

(This page is to be completed only if you are requesting state acceptance of local plan review and approval in lieu of review by the Bureau of School Facilities. Page 1 must be completed for **all** projects.)

- Indicate the basis of eligibility for local plan review and approval by checking all boxes that apply.
- Before obtaining the signatures of the local officials, fill in the blanks in the certification statements by entering the dates of the final plans and project manual **as they appear on those documents**.

If you have any questions, do not hesitate to contact George Semenech at george.semenech@ct.gov or 860-713-6485.