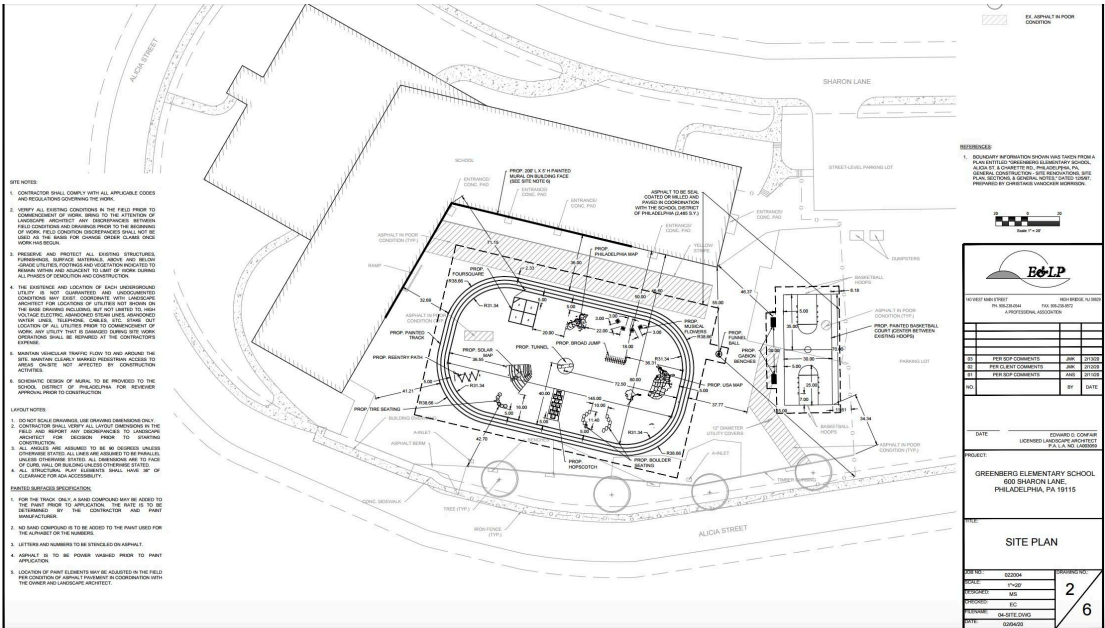


Step 5 – Prepare a Construction Plan Set



First...What is a Construction Plan Set?

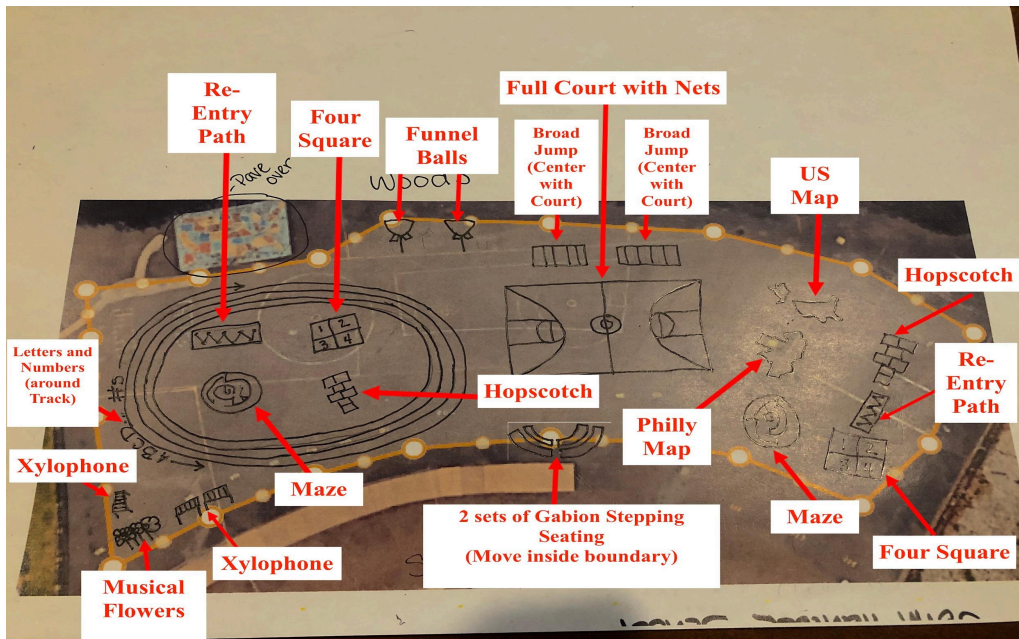
- A Construction Plan Set is **the construction document that details the work you intend to do to a site.**
 - This document has the **stamped seal of a licensed Landscape Architect** and is the **document your School District or other authorized agency will likely require.**
 - There will be several pages with details of various play elements.
 - Click here for a [Full-Sized Construction Plan Set](#)



Now...Create a Labeled Map.

- At the end of [Step 4](#), you taped Miniatures onto an

- This will be your Labeled Map.



- Take a photo or scan the picture.
 - Don't forget to caption your photo for easy reference later!
- **Send your Labeled Map to your Landscape Architect.**

Then... The Landscape Architect creates a Construction Plan Set.

- The Landscape architect will send you a **first draft of the Construction Plan Set**. Before you confirm the plan **ask yourself these questions:**
 - Is each play element “present & accounted for”?
 - Does anything jump out at you as an error?
 - Relay any comment or questions you may have to your Landscape Architect.
 - Once this is done, either confirm the plan set or send back your edits.
- If the draft Construction Plan Set is correct, **send it to your School District representative for review & approval.**
 - The School District representative will likely have comments. **Those comments may be sent directly to your Landscape Architect.**
 - It is important that you are copied on these emails between the school district representative and your landscape architect. This will help with communication and project management.

- The School District representative may have **a manager whose approval is necessary, so this process could take 2-3 weeks.**
 - Be sure to allow enough time for your construction plan set to be confirmed by the school district.
- Once approved, **the Construction Plan Set is ready to submit (if necessary) to your local School Board for approval.**
 - Here a Checklist of what you'll likely need to submit to your School Board?
 - ✓ Name & address of school you plan for your schoolyard improvements.
 - ✓ Signed & stamped Construction Plan Set.
 - ✓ Name of your General Contractor ([See Step 6](#)).
 - ✓ Estimated value of the schoolyard improvements.
- When the School Board approves your plan set, then **the Legal Department at the School District will provide your General Contractor permission to enter the school site.**
 - This **permission to enter the school site is called a Site License.**
- Once your General Contractor has a site license **you can get started!** 😊

CLICK THE LINK FOR [STEP 6](#)