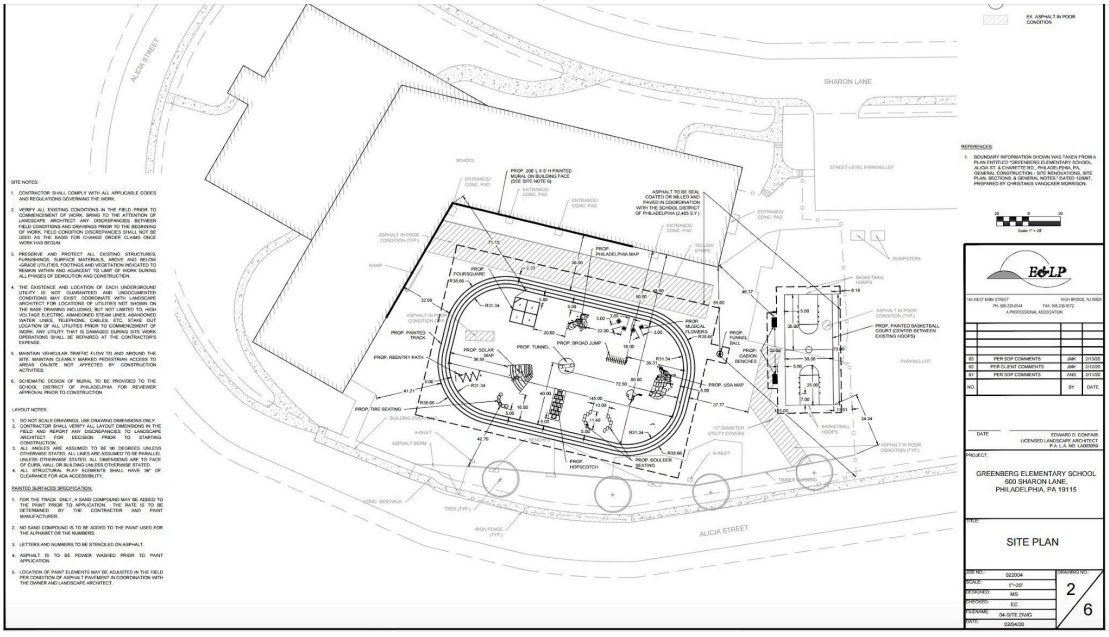
Step 5 – Prepare a Construction Plan Set



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**

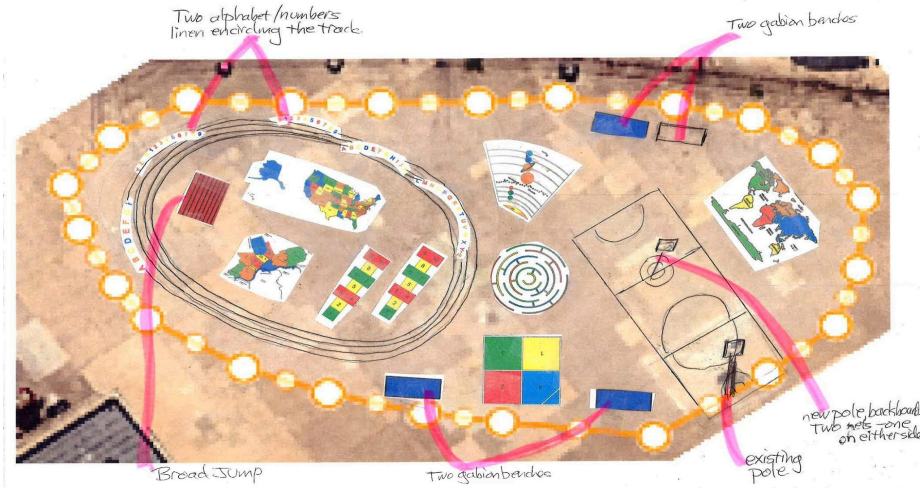


Now...Create a Labeled Map.

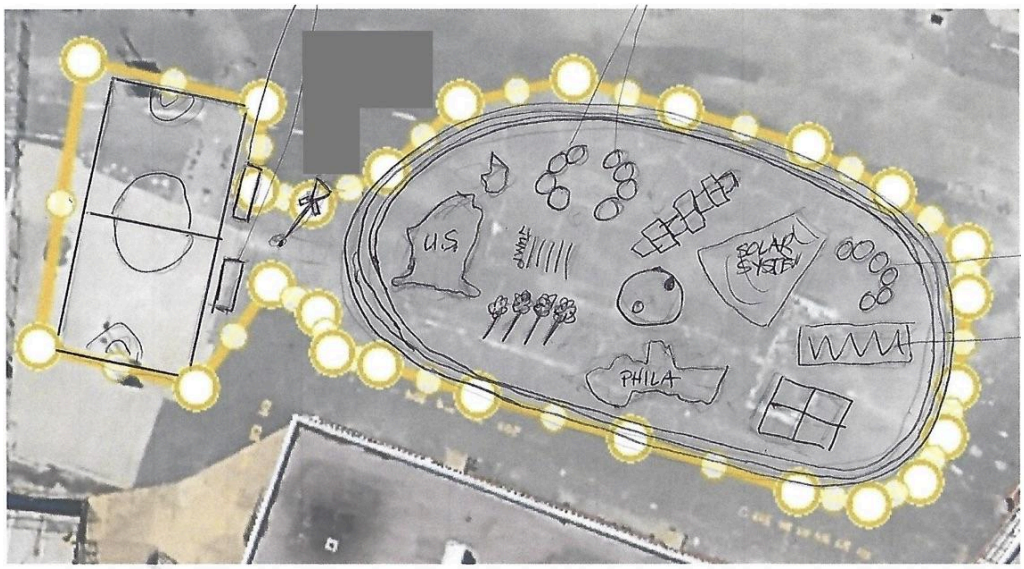
- At the end of **Step 4**, you taped Miniatures onto an

Aerial Map which your School Principal agreed to, **this was the draft plan**.

- Example below!

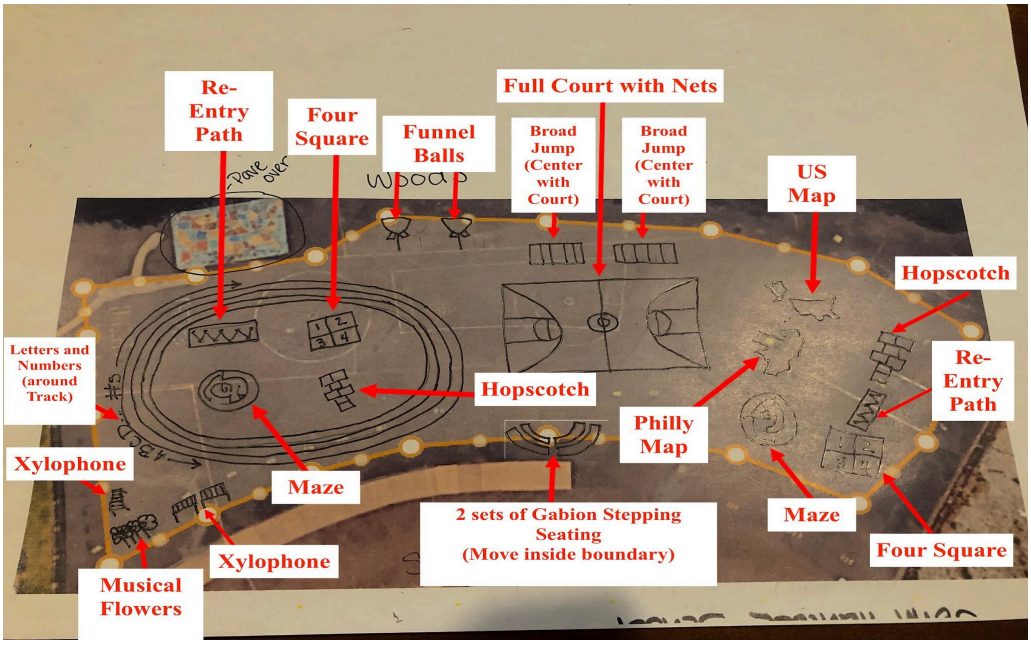


- After you have confirmed your draft plan, remove the tape and **draw the play elements in pencil then go over the pencil with black pen or sharpie** so each play element stands out.
  - Example Below!



- **Finally, label each play element that is drawn onto the map.**
  - This will make it easier for the Landscape Architect to see each play element clearly.

- 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