



PUBLIC WORKS / LAND DEVELOPMENT PLAN CHECK SUBMITTAL CHECKLIST

*** INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED ***

- Transmittal Cover Letter (with complete contact information... i.e. phone, fax, email)

FINAL MAP

- Ten (10) copies of tract / parcel map# of lettered / numbered lots = _____
- One (1) copy of traverse calculations
- One (1) copy of a current title report (less than 30 days old)
- One (1) copy of approved tentative tract map & conditions of approval
- One (1) copy of proposed street names with exhibit
- One (1) copy of all reference plans and/or documents used

MASS AND/OR ROUGH GRADING

- Nine (9) sets of grading with erosion control planC.Y. = _____ # of E.C. sheets = _____
- One (1) copy of Haul Route Plan, if required
- One (1) copy of the Geotechnical (Soils) Report
- One (1) copy of the Hydrology (Drainage) Study..... Acres = _____
- One (1) completed/signed Flood Plain Development Permit Application (for residential tracts only)
- One (1) copy of all reference plans and/or documents used

PRECISE GRADING (all non-residential projects)

- Ten (10) sets of grading with erosion control planC.Y. = _____ # of E.C. sheets = _____
- One (1) copy of Engineer's Estimate for Private Improvements Total Cost (w/o contingency) = _____
- One (1) copy of the Geotechnical (Soils) Report
- One (1) copy of the Hydrology (Drainage) Study..... Acres = _____
- One (1) completed/signed Flood Plain Development Permit Application
- One (1) copy of a current title report (less than 30 days old)
- One (1) copy of all reference plans and/or documents used

PRECISE GRADING (all residential projects)

- Ten (10) sets of grading plan for Model Home Complex..... # of lots = _____
- Nine (9) sets of grading plan for Tract Production # of lots = _____
- Five (5) sets of grading with erosion control plan for Custom Homes, including:
 - One (1) copy of Engineer's Estimate for Public Imp., if required..... Total Cost (w/o contingency) = _____
 - One (1) copy of the Geotechnical (Soils) Report
 - One (1) copy of the Hydrology (Drainage) Study, if required..... Acres = _____
 - One (1) copy of a current title report (less than 30 days old)
 - One (1) copy of all reference plans and/or documents used

IMPROVEMENT PLAN

- Seven (7) sets of Street Improvement Plans
- Three (3) sets of Storm Drain, Sewer and/or Water Improvement Plans (if not included with Street Plans)
- Two (2) sets of Signing & Striping and/or Traffic Signal Plans (if not included with Street Plans)
- One (1) copy of the applicable Traffic Control Plan..... # of sheets = _____
- One (1) copy of Engineer's Estimate for Public Improvements..... Total Cost (w/o contingency) = _____
- One (1) copy of the Hydrology/Hydraulics Report (if storm drain included)
- One (1) copy of all reference plans and/or documents used

STORM WATER MANAGEMENT

- Two (2) copies of the Final Water Quality Management Plan (F-WQMP), if required Acres = _____
- Two (2) copies of the Hydrology Study w/ Map & Hydraulic Calculations for treatment control of BMP's, if required

LEGAL DOCUMENTS

- Completed & signed application (for Cert. of Compliance, Parcel Merger & Lot Line Adjustment), including:
 - Four (4) copies of the current Grant Deed & all supporting documents
 - Four (4) copies of a current title report (less than 30 days old)
 - Four (4) copies of the legal description (Exhibit "A")
 - Four (4) copies of the legal plat (Exhibit "B")
 - Proof of authority to sign on behalf of a business, if required
- Two (2) copies of the above mentioned documents for all other legal documents (Dedications, Easements, etc.)

ADDITIONAL ITEMS REQUIRED:

- Full plan check fee for **each** submittal per the current Fee Schedule (**contact staff for exact amount**)
- Any additional item required by the approved Conditions of Approval