



## PLAN SUBMITTAL CHECKLIST

**The Developer must complete and submit this checklist with any civil plan submittal. Submittals will not be accepted if any of the items below are missing or incomplete.**

Project Name \_\_\_\_\_ Project Phase \_\_\_\_\_ Date \_\_\_\_\_

Developer \_\_\_\_\_ Design Engineer \_\_\_\_\_ Submittal No.: \_\_\_\_\_

- Review fees paid and all bills current.
- Plans contain preliminary or final plat.
- Plans contain existing and proposed drainage area map (including offsite) and calculations.
- Plans include City General Notes on the page after the preliminary or final plat.
- Plans contain utility, paving, site and grading plans.
- Engineer of record noted with either preliminary stamp or signed/sealed.
- Submittal includes 4 full size, 4 half size and 2 digital versions of the plans.
- Vicinity map is included on cover sheet.
- Plans include a street lighting, signage and striping plan.
- Applicable City standard details are included.
- City standard construction language is included on cover sheet.
- For any submittal after the first submittal a comment response letter must be included.

**For questions please contact Public Works at (972) 924-4510. If the plan submittal is accepted you will be notified of the latest date that you can expect comments to be returned to you along with redlines. If your submittal is incomplete you will be notified and you have the option to pick up your submittal or request that the City dispose of the submittal. All rejected submittals not picked up within three days will be disposed of.**

<b>This section for City Use Only</b>	Reviewed by _____	Date _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	<input type="checkbox"/> Revise and Resubmit
Latest date that comments will be returned to the Developer: _____		
Other comments: _____		