

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.: _____

Email: _____

- 1. \$250 plus \$10 an acre fee, must be submitted with each review.
- 2. Plans must contain preliminary or final plat.
- 3. Plans contain existing and proposed drainage area map (including off-site) and calculations.
- 4. Plans must include City General Notes on the page after the preliminary or final plat.
- 5. Plans must contain utility, paving, site, and grading plans, tree protection.
- 6. Engineer of record noted with either preliminary stamp or signed/sealed.
- 7. Submittal must include (2) half-size (11X17) and 1 digital versions of the plans.
- 8. Vicinity map must be included on cover sheet.
- 9. Plans include a street lighting, signage, striping plan, and tree protection.
- 10. Applicable City standard details are included.
- 11. City standard construction language is included on cover sheet.
- 12. 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.

This section for City Use Only		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: _____			