

**FINAL PROJECT SUBMITTAL CHECKLIST – COMMERCIAL PADS WITH DRAINAGE**

**Project Name:** \_\_\_\_\_

**Permit No(s):** \_\_\_\_\_

**CLOSEOUT SUBMITTAL INSTRUCTIONS:**

- Closeout package must be submitted with all requirements at the time of submittal. Incomplete submittals will be returned.
- Submittal packages not submitted in the correct format, will be returned as incomplete.
- All CD's must be labeled with the **Development Name** (include phase or parcel) and **the date** the CD was created.
- Place applicable items in subfolders as listed below. (Reports, Plans, As-Built, Documents).
- A copy of this completed final submittal checklist must accompany your closeout package.

**CD COPIES**

**FOUR (4) sets of CD's (PDF format only) of the applicable items listed in this section**

**REPORTS (Signed copy with all amendments and approved changes)**

Drainage Report

**PLANS (All plans associated with the project that do not require as-built approval)**

Site Plan                       Improvement Plan                       Other \_\_\_\_\_

**AS-BUILT PLANS (Include all signed field directives)**

AB Grading Plan                       Other \_\_\_\_\_                       Other \_\_\_\_\_

**DOCUMENTS**

- Construction permit(s) issued (include City and all other agencies)
- Public Easements (Recorded Copy)
- Retention Basin Capacity Certifications
  - Certified by a registered surveyor or engineer for all retention basins. The certification should reference the volume in cubic feet referenced in the drainage report; a sketch of the as-built basin; calculations of the as-built volume in cubic feet; percolation certification on the basin and all drywells to show basin dry up time is within 36 hours (per the DM500.)

**HARD COPIES**

- All approved As-Built plans, submit - THREE (3) black line bonds (11" x 17") per plan set
  - (i.e. Offsite Plans, Improvement Plans, etc.)

All questions concerning the required information for your project should be directed to Tanja Jockovic, Construction Coordinator, 623-349-6240 or by email at [tanja@buckeyeaz.gov](mailto:tanja@buckeyeaz.gov).