



FINAL PROJECT SUBMITTAL CHECKLIST – COMMERCIAL PADS WITHOUT 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]

- AS-BUILT PLANS (include all signed field directives)

- AB Improvement Plan Other _____ Other _____

- DOCUMENTS

- Construction permit(s) issued (include City and all other agencies)

HARD COPIES

- As-Built Improvement Plan, submit - TWO (2) black line bonds (11"x17") per plan

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.