



## Final Engineering Submittal Checklist

**PLEASE NOTE: SITE PLAN AND/OR PRE-PLAT APPROVAL IS REQUIRED PRIOR TO SUBMITTAL OF FINAL ENGINEERING PLANS AND REPORT**

<b><u>REQUIRED MATERIALS</u></b>	<b>Applicant Checklist</b>	<b>Staff Verification</b>
Transmittal (Comprehensive list of all items being submitted).....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Engineering Permit Application</b> ..... <i>Submit 1 application for each plan set being submitted)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fee Worksheet</b> (1 copy).....	<input type="checkbox"/>	<input type="checkbox"/>
<b>1<sup>st</sup> submittal plan review fees</b> ..... <i>(Please note: We do not charge for SWPPP sheets)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Construction Plan</b> ..... <i>2 copies of each plan set being submitted</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reports</b> ..... <i>2 copies of each report being submitted. If submitting a Traffic Report, include a PDF copy of the report on CD</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Landscape Plans</b> ..... <i>4 copies each</i>	<input type="checkbox"/>	<input type="checkbox"/>

**ALL CONSTRUCTION PLANS AND REPORTS ASSOCIATED WITH THE PROJECT MUST BE SUBMITTED TOGETHER AT THE TIME OF FIRST SUBMITTAL. THIS INCLUDES ALL CIVIL PLANS, ALL CIVIL REPORTS, STREET LIGHT PLAN, LANDSCAPE PLAN, ADDRESS MAP (Please see our "Address Map Submittal Checklist" available on our website) AND FINAL PLAT. A TRAFFIC IMPACT ANALYSIS AND PHASE 1 ENVIRONMENTAL STUDY IF APPLICABLE.**