

Final Engineering 1st Submittal Checklist

Site Plan / Pre-Plat approval is required before submitting final engineering construction documents.

Traffic Impact Analysis approval (if applicable to your project) is required prior to 1st submittal of final engineering submittal documents.

All files must be uploaded in PDF format. Plans must be submitted as one complete set rather than individual sheets.

All documents must be submitted electronically. Please contact Lupe Cruz at lcruz@buckeyeaz.gov to establish a OneDrive folder for uploading submittals and downloading redlines. Once created, this folder will be used for all future submittals.

✔ Required Materials Checklist

Approval & Applications

- **Approval Letter** – Approved Site Plan or Pre-Plat Letter
(Processing may be delayed if not provided)
- **Engineering Permit Application**

Estimates & Reports

- **Cost Estimate** – Signed/sealed by P.E.; must include all quantities for work in Public ROW
- **Phase I Environmental Study** *(required for projects with offsite construction or any ROW and/or City owned property construction; no review fee)*
- **Geotechnical Report** *(No review fee required)*

Construction Documents

- Onsite and offsite construction plans
- Applicable reports (Drainage, Water, Sewer)
- Traffic Signal Plan (if applicable)
- ITS Plan (if applicable)
- Landscape Plan
- Address Map *(required for subdivisions and multi-family projects; see Page 2 for requirements)*

📁 File Naming Convention

All documents must be submitted in **PDF format** as one complete set (not individual sheets). Use the following naming format:



Construction Plans

1R – ENG-XX-XXXX – PROJECT NAME – GRADING & DRAINAGE PLAN

1R – ENG-XX-XXXX – PROJECT NAME – SEWER PLAN

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Reports

1R – ENG-XX-XXXX – PROJECT NAME – DRAINAGE REPORT

1R – ENG-XX-XXXX – PROJECT NAME – SEWER REPORT

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Landscape Plan

1R – ENG-XX-XXXX – PROJECT NAME – LANDSCAPE PLAN

ALL CONSTRUCTION DOCUMENTS RELATED TO THE PROJECT MUST BE SUBMITTED TOGETHER WITH THE INITIAL SUBMITTAL. THIS INCLUDES ALL CIVIL PLANS, REPORTS, STREET LIGHT PLAN, LANDSCAPE PLAN, ADDRESS MAP (IF APPLICABLE TO YOUR PROJECT) AND ANY OTHER ASSOCIATED DOCUMENTS.

Address Map

Contact Sara Vogelpohl at svogelpohl@buckeyeaz.gov for guidance on address map submittals.

General Requirements

- Use the City of Buckeye sheet border (COB EDS STD DTL 12202).
- Include approved street names and grid alignment (from the Approved Street Name Exhibit submitted with the pre-plat).
- Show intersection sign locations and provide a corresponding street sign table with block numbers.
- Include the City of Buckeye disclaimer and approval line.
- Display a north arrow and scale on the drawing.
- Identify landscape meter and power pedestal locations.
- Provide scaled-back addressing for all adjacent parcels.
- The City will assign lot and meter numbers.

CAD File Submission (Required at Address Map Approval)

1. All line work and annotations must be georeferenced to:
NAD_1983_HARN_STATEPLANE_ARIZONA_CENTRAL_FIPS_0202_FEET_INTL with north oriented upward.
2. Include PLSS section lines.
3. Do not use X-REFs.
4. Drawings must be prepared in Model space.
5. Show house or unit numbers on the drawing.
6. Apply the following file naming convention:
 - Format: *year-daymonth-project name-Address Map*
 - Example: *2023-0818-PB Bell Marketside Apartments-Address Map*

Note: The signed, approved Address Map will not be returned to the client until the required CAD file has been submitted.