



PLAN CHECK SUBMITTAL CHECKLIST

Project: _____ PW#: _____ Date: _____

Design Company: _____ Contact: _____

Fees: _____ Receipt #: _____ City Tech: _____

- Submittals may be **rejected** if submittal is incomplete.
- Submittals may be **rejected** if arrival is later than **4:00 PM** on *Monday –Thursday or Friday's* at **11:30 AM**.

Submittal Checklist	<input type="checkbox"/>
Transmittal signed by Engineer of Work listing all items	<input type="checkbox"/>
Check for all applicable submittal fees	<input type="checkbox"/>
(1) Set of Public Improvement Plan Set on 24"x36" folded to 9"x12"	<input type="checkbox"/>
• Street Improvements	
• Sewer Improvements	
• Storm Drain	
• Perimeter Walls	
(1) Set of Grading Plan Set on 24"x36" folded to 9"x12"	<input type="checkbox"/>
• Grading Plans	
• Storm Drain	
• Earthwork Calculations (Signed & Sealed)	
Final/Parcel Map (for reference)	<input type="checkbox"/>
Engineer's Cost Estimate (signed & stamped)	<input type="checkbox"/>
Hydrology & Hydraulics Report	<input type="checkbox"/>
Geotechnical Report & Recommendations (hard copy & electronic)	<input type="checkbox"/>
Approved Tentative Map (& Revisions)	<input type="checkbox"/>
Original Conditions of Approval (& Revisions)	<input type="checkbox"/>
WQMP (electronic copy required at final)	<input type="checkbox"/>
SWPPP (if applicable; electronic ok)	<input type="checkbox"/>
Previous Redlines	<input type="checkbox"/>
Other _____	<input type="checkbox"/>

