

Public Works Permitting

Design Development Submittal Checklist

Form 1 of 2 for Design Development submittal



PERMIT NO.: PBOT _____ BES _____

PROJECT NAME: _____

SUBMITTAL REQUIREMENTS

Submitted	City Received	
<input type="checkbox"/>	<input type="checkbox"/>	1 - 22X34 copy of Design Plans on City title block
<input type="checkbox"/>	<input type="checkbox"/>	PDF's of the project plan set & documents downloaded via: FTP, Dropbox, file share, etc. is preferred (Please include "file transfer" or "plan submittal" in subject line). Jump drives, CD's and emailed PDF's are acceptable when compiled and organized as a single file.
<input type="checkbox"/>	<input type="checkbox"/>	PDF and a hard copy of stormwater report including calculations, geotechnical report (soil type, infiltration test, groundwater depth) in the right of way
<input type="checkbox"/>	<input type="checkbox"/>	PDF and a hard copy of Final Sewer Design calculations (Optional if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Design narrative – Description of design assumptions or alt. design analysis
<input type="checkbox"/>	<input type="checkbox"/>	Design Development –Design & Drafting Requirements form
<input type="checkbox"/>	<input type="checkbox"/>	Design Review Fees Paid to PO Box (do not include check with this submittal). Invoice was attached to sent fee letter. Payment to be verified prior to acceptance of Design Development Submittal.
<input type="checkbox"/>	<input type="checkbox"/>	Signed Operations and Maintenance Plan for Public Stormwater Facility
<input type="checkbox"/>	<input type="checkbox"/>	New Design Exceptions that haven't been submitted (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	PDF of redline plan set(s) explaining corrective action
<input type="checkbox"/>	<input type="checkbox"/>	Copy of the signed Public Works Permit (if applicable)

SUBMITTED TO THE CITY BY: _____ (signature) DATE: _____

CONTACT NAME : _____ PHONE _____

EMAIL: _____

NOTE: This checklist is intended as a general guide to accept or reject plans into the public works permit review process. City staff may request additional information specific to the project before concept plan intake can be completed.

