



**DEVELOPMENT APPLICATION
AND CHECKLIST**
FOR ROADWAY & DRAINAGE INFRASTRUCTURE

Instructions:

- 1. Sign and complete contact information below.
- 2. Use the attached list to verify the completeness of the engineering plans being submitted.
- 3. Check the box next to each item that has been provided.
- 4. If an item or section is not applicable to the given project, write "N/A".
- 5. Add notes next to any items where clarification to City staff is needed.

Owner/Development:

Phone: Email:

Developer
Representative: Title:

Phone: Email:

"I, the undersigned, Engineer of Record for this project, hereby certify that I have reviewed the Plan Submittal Process packet and that the information provided herein is correct and complete."

Signature: Date:

Printed Name: Phone:

Address/Location: Email:

Project Name:

Initial Plan Submittal Requirements:

- Two (2) paper plan sets (22" x 34", 24" x 36", or 30" x 42"). The paper set shall be neatly bound, no loose sheets will be accepted.
- PDF plan set generated from drafting software, no scans
- CAD files for the entire project
- Project Specifications (PDF)
- Project calculations/reports, sealed by the Design Engineer, including but not limited to pavement, traffic, drainage inlets, gutter flow, drainage pipes, and overland flow
- Survey data and documentation from each utility/facility in the project area
- Geotechnical report/evaluation by a professional engineer
- A copy of the Stormwater Pollution Prevention Plan (SWPPP) permit
- A copy of all other required permits (City and non-City) with a summary letter
- A Certification on the coversheet of the sealed engineering plans that the entire project meets or exceeds the Americans with Disabilities Act
- Detention Information Sheet

Design Standards Notes

- City owned and maintained drainage systems shall be pipe systems. Open channel systems will not be considered for City ownership and/or maintenance.
- Drainage piping and boxes from the road to private detention facilities shall be private.
- The top of roadway drainage structures must be cast in place.
- If precast drainage boxes are used, the pipe connection must have a concrete collar.
- Engineer must evaluate upstream and downstream drainage and design the project accordingly
- If asphalt roads are approved, the intersections and cul-de-sacs shall be concrete.
- Reference road design ordinances for minimum typical roadway sections.
- Any improvements (onsite and offsite) identified in studies/reports shall be included in the project scope

Suggested Order of Sheets

1. Cover Sheet
2. General Notes and Quantities
3. Existing Conditions Map and Survey
4. General Layout Sheet
5. Right-of-Way and Servitude Sheet
6. Grading Plan
7. Drainage Area Map and Drainage Master Plan
8. Utility Master Plan
9. Plan and Profile Sheet
10. Cross Sections
11. Details
12. Erosion Control Plan
13. Street Light, Signage and Pavement Marking Plan
14. Traffic Control Plan

Once the plan review is complete and the plans appear to be substantially in accordance with the City's minimum standards, the following must be submitted and accepted prior to the commencement of any construction activity:

- 1. Three (3) sets of the final plans with all comments addressed to the City's satisfaction.
- 2. Electronic submittal of the final plans (CAD & PDF).
- 3. One copy of proposed material submittals that have been reviewed and approved by the design engineer.
- 4. A copy of the fully executed contract with stamp showing it was filed at courthouse.
- 5. A check or money order in the amount of 4.5% of the contract amount for the streets and drainage facilities observation fee.
- 6. A Letter of Intent to start construction from the contractor which includes the name of the superintendent and a phone number.
- 7. Summary of quantities.

Accepted For Review By: _____ Date: _____