



Date:
CO, TR, DRC, PMT, or ENC No:
Project Owner Name & Phone:
Project Agent (Engineer) Name & Phone:
County Staff Name & Phone:

Items Being Submitted: The following items must be included for further processing.

- Transmittal form.
Three (3) sets of plans.
Drainage calculations with Engineers letter or report.
Soils report OR request for waiver (Tracts only).
Checking & Inspection Agreement with original signatures with applicable cash deposit.
Engineer of Work Agreement with original signatures.
Receipt of Stormwater Control Plan (SWCP) application and Stormwater Control Plan, or Stormwater Requirements (PCRs) Waiver Request Form (for projects in MS4 areas).

Completeness of Plans: The following items must be sufficiently complete.

Grading:

- Existing/proposed contours OR slope bank notation shown, when proposed.
Retaining wall calculations, typical sections, profiles, details, etc, when proposed.

Utilities:

- All utilities included in Utility Plan, or letter(s) documenting requests for utilities to initiate their designs.
Environmental Health and Fire approval of design parameters where small public water system is proposed.

Drainage, Flood Hazard & Erosion Control:

- Drainage Basins shown, as required.
Erosion Control Plan.

Roads and Access:

- Plan and profile.
Typical road sections.
Road Cross-sections (for widening existing roads).
Traffic Control Plan.

Other (as determined by project Conditions of Approval):

Blank lines for additional notes.

- PROJECT ACCEPTED FOR PROCESSING.
PROJECT SUBMITTAL INCOMPLETE, CALL 781-5252 TO RESCHEDULE INTAKE APPOINTMENT

COMPLETENESS REVIEW:

Improvement plan submittals are subject to a “completeness review” based on the *Improvement Plan Checklist* at the time of first submittal. Similarly, if on a return submittal we identify a significant number of corrections from prior plan checks which were not responded to, the plans will be returned without completing the review at that time.

It is recommended you schedule an intake appointment to bring in the 1st submittal of a set of plans. The initial completeness review will be conducted as a face-to-face “intake” appointment with one of our plan check staff. Please call the Development Services Division Manager to schedule a day and time.

For your convenience, blank copies of all required intake documents can be found on our website. During the intake appointment, you have the opportunity to summarize your project and the items which are included in the submittal package. While we do NOT evaluate the accuracy or quality of the information included in the plans, we are watching for the inclusion of certain basic elements of the design, to determine if we have enough information to perform a comprehensive and thorough plan check. Items we look for include, but are not limited to:

- Plan and profile
- Typical sections
- Grading information, including existing and proposed contours
- Drainage basins in communities where they are typically used
- Erosion control plan
- All utilities included in the utility plan
- Calculations for retaining walls where they are proposed
- Other items as determined from the project conditions of approval