



# **ENGINEERING PLAN CHECK**

## **Private Commercial Development (to include Office Buildings, Warehouses, Industrial and Multi-family)**

# **SUBMITTAL CHECKLIST**

**PLANS MAY BE REJECTED  
IF THE FOLLOWING REQUIRED ITEMS (\*\*)  
ARE NOT INCLUDED WITH  
SUBMITTAL**

- \*\* Completed Project Submittal Form (including owner information)
- \*\* Three (3) complete sets of 24" x 36" civil plans (maximum scale 1"=30') to include:
  - Water plan sheet(s)
  - Sewer plan sheet(s)
  - Onsite grading and drainage plan sheet(s)
  - Underground Fireline plan sheet(s)/two (2) additional to Fire
  - Street/paving plan sheet(s) (including storm drains)
  - Street lighting plan sheet(s) (when not included with paving plans)
- Current title report or warrantee deed (dated within last three months), easement legal descriptions and exhibits if new easement being created or dedications required
- Sewer Category Code Form (if new development)
- Copy of Notice of Intent (if development is over 1 acre) and copy of Certified mail receipt
- Drainage Report if applicable
- Copies of all existing easements, cross access/drainage agreements