

Subdivision Construction Plan Application Sufficiency Checklist

§ 4.1.4.1.2.2.2 and 4.1.6.1.1, DRPM

Items listed under Part A of this check list are required for a sufficient application submittal. Applications will not be accepted if all required Part A items are not included with the initial submittal package. All application items are to be submitted unless the Engineer of Record (EOR) indicates they are not applicable. Not applicable items must be denoted as "NA" accordingly. Any item that is not initialed or shown as "NA" will be considered missing. Items listed under Part B are required for review of a project. If one of the Part B items is missing, the application will be considered insufficient and the review will be stopped, the application marked insufficient and the review time will be restarted once the missing item(s) have been submitted.

Staff Initials	EOR's Initials	PART A: Required Submittal Items
		Fee Payment
		Application
		Transmittal Letter Letter including itemized responses to reviewer comments, if applicable
		Owner Affidavit
		Certification – Engineer of Record certification of registration, competency, and professional liability insurance.
		Natural Resources Application
		Right-of-Way Use Permit Application
		Irrigation Plan
		Irrigation Design Certification, if applicable
		Tree survey showing location of all trees required by Natural Resource Staff per Preliminary Plan comments and overlaid on the proposed improvement and grading sheets.
		Grand Oak Pruning Affidavit, if applicable
		Street Tree Plan
		Master Landscaping Plan, as applicable
		Copy of Preliminary Plat Approval Letter
		Copy of Utility Service Approval Letter
		Pavement Calculations – two copies
		Soil Reports – two copies
		2 Stormwater Calculations – two signed and sealed copies
		Signed and Sealed Subdivision Construction Plans(3 sets)
		Table of Contents on first page of plans
		Lot Grading Plan for all lots
		Upland Habitat Management plan in accordance to Section 4.0 of the LDC, as applicable
		Project Compatibility Plan in accordance to Section 4.0 of the LDC, as applicable
		Invasive Plant Species Removal, Disposal and Maintenance Plan in accordance to the DRPM, as applicable
		Certification of Complete Submittal
		PDF Copy of all Plans and Paperwork on CD or Flashdrive

Signature of Person Submitting Application/Date



Staff Initials	EOR's Initials	PART B: Information Required on Construction Plans
		Signed, sealed, and dated construction plans consisting of improvement facilities design drawings & calculations shall be submitted.
		Title Block – including the following:
		Name of proposed subdivision
		County and state
		Date of preparation
		Name, address, and phone number of the subdivider
		Name, address and phone number of the applicant/agent
		Professional Engineer's Title Block – including the following:
		Name and license number (address required if not practicing through duly authorized business)
		Name, address, and certification or authorization number of engineering business
		North arrow
		Scale
		Surveyed boundaries of any conservation or preservation area shown with applicable setbacks or other areas that lie outside project boundaries
		Location of any proposed model homes, if applicable
		Identification of all Grand Oaks
		Existing and proposed water and wastewater facilities
		Existing and proposed stormwater facilities
		Proposed Property Perimeter and Entrance Walls and Gates
		Identification of Upland Significant Wildlife Habitat Conservation Areas
		Identification of pertinent Wetland Conservation and/or Preservation Area Setback
		Swales – when rear lot swales required, they have to be shown on lot grading plan with appropriate note requiring maintenance by lot owner