



# CIVIL PLAN SUBMITTAL CHECKLIST FOR COMMERCIAL/INDUSTRIAL/MULT-FAMILY DEVELOPMENTS

**PROJECT:** \_\_\_\_\_

**ACCEPTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

- Application
- Completed Application Contact
- Completed Ownership Verification
- Plan Review fee (see fee schedule)
- Legal Description of the Site boundary lines
- Computer point to point coordinate closure for all of the site boundary lines; including coordinates, bearings, and distances for all section and reference ties.
- Individual lot area calculations
- 1 Copy of final plat, approved site plan and/or approved minor land division.
- 3 copies of the Civil Improvement Plans (2 24" X 36" & 1 11" X 17")
  - A. Water
  - B. Sewer
  - C. Grading & Drainage
  - D. Paving
  - F. Signing and Striping
  - G. Bank Protection
  - H. Flood Irrigation
- 4 copies of Street Light Plans (24" x 36")
- 1 copy of Soils Investigation Report
- 1 copy of Phase I Environmental Site Assessment Study
- 2 copies of Traffic Impact Study
- 2 copies of Final Drainage/Hydrology Report
- 2 copies of SWPPP per AZPDES
- 401/404 application/findings and approval letter



## **BRIEF DESCRIPTIONS OF SUBMITTAL CHECKLIST ITEMS**

### **Application, Application Contact, & Ownership Verification**

The 3 items listed above are forms included in this packet and are required to be filled out. These forms may have been turned into the Planning Department. However, they are still needed for your Engineering submittal. Legible copies of the forms turned into the Planning Department are acceptable.

### **Plan Review Fee**

Fees are due upon submittal. See fee schedule for complete list of review fees.

### **Legal Description & Computer Point to Point Coordinate Closure**

The computer point to point coordinate closure is not simply the legal description of the property. While the legal description describes the boundaries of the property, the computer point to point closure shows the actual calculations proving closure. An example of this can be obtained. Contact our office at 623-773-7210.

### **Individual Lot Area Calculations**

Individual lot area calculations are needed to verify that the lot(s) being developed meet the minimum square footage required.

### **Approved Preliminary Plat & Civil Improvement Plans**

1 copy of your final plat, approved site plan and/or approved minor land division, in addition to 4 sets of your civil drawings will be required upon your first submittal.

### **Soils Investigation Report**

1 copy of your Soils Investigation Report is required with every submittal. Depending on soil conditions, required thickness of streets and sidewalks may vary.

### **Phase I Environmental Site Assessment**

If your project includes the dedicating of right-of-way, 1 copy of a Phase I ESA is required.

### **Traffic Impact Study, Final Drainage/Hydrology Report**

2 copies of each are required upon your first submittal.

### **Storm Water Pollution Prevention Plan**

If your site is 1 acre or more, 2 copies of a **Storm Water Pollution Prevention Plan** will be required upon your first submittal. This is a requirement of the Grading & Drainage Ordinance.

## **401/404 Application/Findings & Approval Letter**

When a 401/404 permit is required from the Corps of Engineers, a copy of the application/findings as a result of the application, and a letter of approval will be required.