

CIVIL PLAN SUBMITTAL CHECKLIST

PROJECT: _____

ACCEPTED BY: _____ DATE: _____

- Application
- Completed Application Contract
- 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
- 4 copies of the Civil Improvement Plans
 - A. Water
 - B. Sewer
 - C. Grading & Drainage
 - D. Paving
 - E. Street Light
 - F. Signing and Striping
 - G. Bank Protection
 - H. Flood Irrigation
- 2 copies of Soils Investigation Report
- 2 copies 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 NPDES
- 401/404 application/findings and approval letter
- Agreement to Install Improvements, A or B, executed by the Developer
- 3 original copies of the APS Street Light Warranty Agreement, executed by the developer/contractor, for developments within the APS service area
- Maricopa County Environmental Services Water and Sewer Service Agreements (if necessary)
- Maricopa County Environmental Services Refuse Service and Disposal Agreements (Refuse Disposal Agreement must be executed by Glendale Municipal Landfill)
- Street Light Improvement District Petition executed by the property owner
- Street Light Improvement District Legal Description and Assessment Diagram (if necessary)
- Maintenance Improvement District Petition executed by the property (if necessary)
- Maintenance Improvement District Legal Description and Assessment Diagram (if necessary)
- Fire Impr. District Legal Petition executed by the property owner FID (if necessary)
- Fire Improvement District Legal Description and Assessment Diagram (if necessary)
- Repayment Zone exhibit and cost estimates, (if necessary)
- Annexation Petition, legal description & other info. Required by the Annexation Guide, (if necessary)

NOTE: Final plats to be submitted separately. See Final Plat Submittal Checklist



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

2 copies of your Soils Investigation Report are 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, 2 copies of a Phase I ESA are 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.

Agreement to Install Improvements, A or B

The Agreement to Install Improvements, form A or B, must be filled out and signed prior to obtaining permits. Forms A & B are further explained in the Agreement to Install packet.

If Form B is desired the developer/owner must provide a copy of project names, names of cities the projects were constructed in, and names & telephone numbers of employee references for each city.

APS Street Light Warranty Agreement

If your project is located within the Arizona Public Service area, upon submittal, we will need 3 copies of the APS Street Light Warranty Agreement filled out if a contractor will be installing the street lights.

If APS is installing the street lights, upon submittal, we will need a letter from APS stating that they will be installing the street lights. More information is available in the attached section on street light design and construction.

Maricopa County Agreements

Please contact one of our engineers at 623-773-7210 to determine if these apply to your development.

These forms may be obtained from Maricopa County. The Maricopa County Environmental Services Water & Sewer Service Agreements must be filled out and signed upon submittal. If your project is located within the service area of a private water company, the specific water company must sign the agreement.

The Maricopa County Environmental Services Refuse Service and Disposal Agreement must also be filled out and signed upon submittal. The Refuse and Disposal Agreement must be signed by Glendale Municipal Landfill.

Street Light Improvement District

Please contact one of our engineers at 623-773-7210 to determine if a Street Light Improvement District applies to your development.

All Single Family Residential Developments require the formation of a **Street Light Improvement District**. Each submittal should have a SLID petition signed by the property owner, a SLID legal description, and a SLID Assessment Diagram. The petition is attached. An example of the Assessment Diagram may be obtained on a diskette from Lloyd Lane, who can be reached at 623-773-7210. In addition, a SLID fee of \$15 per lot is due upon submittal.

Maintenance Improvement District

Please contact one of our engineers at 623-773-7210 to determine if a Maintenance Improvement District applies to your development.

All Single Family Residential Developments require the formation of a **Maintenance Improvement District**. Each submittal should have a MID petition signed by the property owner, a MID legal description, and a MID Assessment Diagram. The petition is attached. An example of the Assessment Diagram may be obtained on a diskette from Lloyd Lane, who can be reached at 623-773-7210. In addition, a MID fee of \$15 per lot is due upon submittal.

Fire Improvement District

Please contact one of our Engineers at 623-773-7210 to determine if a Fire Improvement District is applicable to your project.

Repayment Zone Exhibit and Cost Estimates

Occasionally, a developer may need to do work not adjacent to their development. When this is necessary, the formation of a repayment zone may be possible. Please contact one of our engineers at 623-773-7210 for further information

Annexation Petition

Annexation of public roadways will be handled by the Public Works Engineering Department. Annexation of property and questions regarding the Annexation Guide will be handled by the Planning & Zoning Department.