



CIVIL PLAN SUBMITTAL CHECKLIST FOR SINGLE FAMILY RESIDENTIAL DEVELOPMENTS

PROJECT: _____

ACCEPTED BY: _____ **DATE:** _____

- Application
- Completed Application Contract
- Completed Ownership Verification
- Plan Review fee (see fee schedule)
- Legal Description of the Site boundary lines
- Individual lot area calculations
- 1 copy of approved preliminary plat
- 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
- Maricopa County Environmental Services Water and Sewer Service Agreements
- Maricopa County Environmental Services Refuse Service and Disposal Agreements
(Refuse Disposal Agreement must be executed by Glendale Municipal Landfill)
- Street Light Improvement District (if required refer to SLID checklist)
- Maintenance Improvement District (if required refer to MID checklist)

NOTE: See Final Plat Submittal Checklist for requirements.



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.

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 Environments 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. Refer to the SLID Checklist for further requirements.

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. Refer to the MID checklist for further requirements.