

SUBMITTAL CHECKLIST

for Private Developments

Development Name: _____

Location: _____

Date: _____

Reviewed By: _____

Date
Received

Date
Accepted

Initial Reviews

1. PRELIMINARY: Preliminary site plan, application, calculation package and fees (submittal fee and review deposit)
2. CONSTRUCTION: Construction drawings, application, calculation package and fees (submittal fee and review deposit if preliminary review omitted)

Prior to Construction Drawing Approval and Issuance of a Grading (SESC) Permit

3. Copies of Restrictive Covenant or Master Deed language
4. Recordable rights-of-way for downstream properties or flooding easement agreement (use forms in Appendix 3)
5. Certification of adequacy of existing receiving drains/no net increase in storm water (use forms in Appendix 3)

- OR -

Approval has been given for any maintenance required to existing county drains

6. Copy of recordable Maintenance Agreement (use forms in Appendix 2)
7. All additional fees paid for engineering review

Upon Completion of Construction and Prior to Release of Review Deposit

8. Copies of recorded documents (restrictive covenants/deeds, easements and Maintenance Agreement)
9. Construction record drawings
10. Certification that county drains have been maintained in accordance with approved construction drawings
11. Drain Commissioner releases remaining review deposit (posted per item no. 1 or 2)