

Submittal Requirement Checklist

Project
Name:

New Submittal

Re-Submittal

Application - new submittals only

Signed Owner Authorization - new submittals only

Plans - 24"x36" folded to 9"x12"

10 copies for initial submittal

6 copies for resubmittal

Stormwater

2 copies of stormwater documents for all new submittals other than modifications

TIA - 3 hard copies

Must be submitted with new submittal or first re-submittal

CD/Flash Drive

all plans, documents, application, TIA, comment responses

Comment Letter Responses

6 copies with resubmittals

Payment

or transmittal letter with who to call for payment - for all new submittals as well as 4th and subsequent submittals unless waived by Planning Director

Checked By

Date/Time Received
