

**WASHINGTON COUNTY DIVISION OF PUBLIC WORKS  
LAND DEVELOPMENT ENGINEERING  
SUBMITTAL CHECKLIST**

This form must be completed and submitted with ALL Plan submittals. If an item is not applicable, please enter N/A. Items marked with an \* must be completed or submission will not be processed and will be returned.

Received by Land Development – Engineering Department:

**CONTACT INFORMATION:**

\*CONSULTANT/SURVEYOR: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

\*PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

\*PLAN TITLE: \_\_\_\_\_

\*LAND DEVELOPMENT ENGINEERING DEPARTMENT PLAN TRACKING NUMBER: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

\*PARCEL REFERENCE: \*TAX MAP \_\_\_\_\_ \*BLOCK \_\_\_\_\_ \*GRID \_\_\_\_\_ \* PARCEL NO. \_\_\_\_\_

OWNER (S) NAME/  
CONTACT PERSON \_\_\_\_\_

OWNER (S) ADDRESS \_\_\_\_\_

\*TYPE OF PLAN (✓ CHECK ONE) \*RESUBMITTAL? YES \_\_\_\_\_ NO \_\_\_\_\_

- |   |   |
|---|---|
| <p>_____ TOWN PLAN STORMWATER CONCEPT PLAN (SWCP)<br/>(SUBMIT 3 COPIES)</p> <p>_____ TOWN PLAN REVIEW (SUBMIT 3 COPIES)</p> <p>_____ STANDARD STORMWATER MANAGEMENT PLAN</p> <p>_____ SWM AS-BUILT PLAN</p> <p>_____ S-3 AS-BUILT PLAN</p> <p>_____ 2 YEAR (5 YEAR) UPDATE (SUBMIT 4 COPIES)</p> <p>_____ ORIGINAL MYLARS FOR SIGNATURE APPROVAL</p> <p>_____ SITE PLAN</p> | <p>_____ GRADING PLAN</p> <p>_____ FOREST PLAN</p> <p>_____ PRELIMINARY PLAT / CONSTRUCTION DRAWING</p> <p>_____ STANDARD GRADING PLAN</p> <p>_____ FINAL PLAT</p> <p>_____ SIMPLIFIED PLAT</p> <p>_____ DEVELOPMENT PLAN</p> |
|---|---|

**SUBMITTAL REQUIREMENTS: (MARK INC. FOR INCLUDED OR N/A FOR NOT APPLICABLE)**

- \_\_\_\_\_ TWO (2) COPIES OF SITE PLAN/PRELIMINARY PLAT/DEVELOPMENT PLAN. MAXIMUM DRAWING SIZE SHALL BE 24"X36". ALL PLANS SHALL BE FOLDED WITH THE TITLE SHOWING REVIEW FEE ALONG WITH COMPLETED REVIEW FEE WORKSHEET AND FEE SUMMARY SHEET. ADDITIONAL REVIEW FEE AMOUNT, IF APPLICABLE, WILL BE COLLECTED PRIOR TO PLAN APPROVAL
- \_\_\_\_\_ ONE (1) COPY OF THE STORMWATER MANAGEMENT REPORT
- \_\_\_\_\_ ONE (1) COPY OF THE GEOTECHNICAL REPORT
- \_\_\_\_\_ ONE (1) COPY OF THE ROAD ADEQUACY DETERMINATION WORKSHEET
- \_\_\_\_\_ ONE (1) COPY OF THE ROAD ADEQUACY MILEAGE WORKSHEET
- \_\_\_\_\_ ONE (1) COPY OF THE STOPPING SIGHT DISTANCE WORKSHEET
- \_\_\_\_\_ ONE (1) COPY OF THE COMPLETED PLAN REVIEW CHECKLIST
- \_\_\_\_\_ RED LINED PLANS RETURNED WITH EACH RE-SUBMISSION

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_