Commercial Civil Application - Improvement Plans and Land Division
Submittal Checklist

This submittal checklist is required as part of your application with the City. Choose Document type as "Supporting Document" when uploading.

General Project Information:
Name: Click or tap here to enter text.
Description: Choose an Item.
Associated Record No.: E#
Pre-Application Mtg. No.: PRJ
Pre-Application Mtg. Date: [Publish Date]
Planning Case Number(s): Click or tap here to enter text.
Related Submittal Checklist(s): Click or tap here to enter text.

> **ATTENTION:**
> Items checked should be uploaded in your attachments. Plan sets may be uploaded as multi-page PDFs.
>
> If box is not checked, items are not required but may be included, and can be uploaded to your project as a "Supporting Document."

Online Application Information for Customer:
Submit applications at **Accela Citizen Access**
Service Type: **Civil Engineering Applications**
Request Type: **Commercial – Improvement Plans and Land Division**

Upload and Submit:
Checked files required to be submitted in your applications. Use the following checklist to ensure all necessary information has been provided with your application. Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be rejected until all requirements are met. **Files must be in this order and use titles listed**. Use naming convention provided *(Do not include wording in parentheses or superscript numbers)*.

This checklist is to be used to permit work on **private property** where the Owner has a legal right to construct on the property.

In the case where the application is being made to permit work on another property not owned by the Owner or in existing or future public right-of-way, a separate application must be submitted for that work. Any work shown on another property or in the public right-of-way shall be referred to a separate permit application and shall be shaded to clearly indicate that scope of work is not included in the current application. Ensure no "construction notes" are included for those items shaded. See Special Circumstances section below for a preliminary list of assumed separate permit application types needed to support the project; it is the Owner responsibility to submit all needed separate permit applications and required documents with any needed dedication by separate instrument documents for additional easement, terminations, right-of-way, etc. to support the project; failure to submit needed documents could result in a delay to permit issuance and/or certificate of occupancy (C of O).

Civil Documents:

☐ Submittal Checklist *(this form)*
☐ Address Request Form
☐ AutoCAD
☐ Rezone Approval Letter (with applicant responses[1])
☐ Site Plan/Preliminary Plat Approval Letter (with applicant responses[1])

☐ XXX Final Drainage Report
☐ XXX Final Water Report
☐ XXX Final Wastewater Report
☐ XXX Traffic Report *(Approved by City)*
☐ XXX Reclaimed Water Report
☐ XXX SWPPP Narrative *(May use ADEQ form)*
☐ XXX Environmental Report *(Phase 1 Only)*

☐ XXX Geotechnical Report
☐ XXX ATC (*MCESD Approval to Construct form*)
☐ XXX ECE (*Engineer's Cost Estimate - EDS&PM*)

☐ XXX Improvement Plans XX *(May include any combination of the following)*
  ☐ Grading and Drainage
  ☐ Irrigation *(e.g. RID, MWD)*
  ☐ Landscaping *(must include Irrigation plans)*
  ☐ Paving *(may be included with G&D Plans)*

☐ Reclaimed Water
☐ Signing and Striping
☐ Storm Drain
☐ SWPPP *(Stormwater Pollution Prevention Plan)*
☐ Streetlight
☐ Traffic Signal
☐ Utilities *(if water and wastewater on same plans)*
☐ Wastewater
☐ Water

1 – Applicant to provide copy of rezone and site plan/preliminary plat approval letter and provide responses on how each stipulation has been addressed. Failure to provide this will delay the plan review process. If not applicable to your project, provide blank PDF stating not applicable to the project.

Land Division (must be included with this submittal as needed):

If the project requires a land division, the documents associated with these items shall be submitted as part of this application, not as a separate application. The below list is not comprehensive, it is the Applicants responsibility to include all necessary documents to support the project. Refer to the following Record Guides on typical required documents for each record type. If this is not submitted to the City, it could delay permit issuance and certificate of occupancy.

- Final Plat
- Minor Land Division
- Map of Dedication

Special Circumstances (must be included with this submittal as needed)

The following items are special circumstances that require additional documents submitted to the City. The documents associated with these items shall be submitted as part of this application. The below list is not comprehensive, it is the Applicants responsibility to include all necessary documents to support the project. Only easements for City owned and maintained infrastructure should be submitted to the City. Private easement must be in place prior to permit issuance. If this is not submitted to the City, it could delay permit issuance and certificate of occupancy. Refer to the following Record Guides on typical required documents for each record type.

- Easement Dedication by Separate Instrument (sewer, water, drainage, etc.)
- Easement Termination
- Abandonment of Right of Way

Plan Review and Permit Fees:

All fees are due prior to final Permit Issuance. You will be asked for any in-lieu and cost recovery payments during Oversight Review. Other documents may be required and requested at "Oversight Review" step: ADEQ Notice of Intent (NOI), Maricopa Dust Control Permit (DCP), Certificate of Insurance (COI).

STAFF USE ONLY	
Department Routing:	☐ Building Safety ☒ Civil Engineering *(Standard)* ☐ Civil Engineering Group 2 *(final plats, MLDs & MODs only)* ☐ Contract Staff ☒ Fire *(Standard)* ☒ GIS *(CDs and CDs with MLD & Final Plats only)* ☐ Legal ☐ Parks ☒ Planning *(Standard)* ☐ Public Works - Choose an item. ☐ Real Estate *(separate easements only)* ☐ Traffic ☐ Water Services - Environmental Programs ☒ Water Services – Resources *(Standard)* ☐ Water Services – Stormwater ☒ Water Services – Wastewater *(Standard)* ☒ Water Services – Water *(Standard)*
Checklist Prepared By:	Choose an item.
Non-Standard Review Timeframe:	Normal
Additional Guidance for Prescreen:	