



Civil Plan Submittal Requirements

Initial Review Requirements

- Mandatory Initial Review Meeting
- Initial Review Authorization provided by Planner
- Digital download to link provided by a Planner including the following sheets: cover sheet; plat; site plan; landscape plan; water and sewer plans and profiles; storm sewer plans and profiles; drainage area map; grading plans; paving plans; and erosion/stormwater protection plan (refer to Developer's Checklist for complete civil plan requirements).

Final Development Submittal Requirements

- Digital download to link provided by a Planner or Development Engineer
- Filing and Fee Form provided by a Planner

Three-way Contracts

Three-way contracts must be executed before site construction may begin. The three parties to the contract are the City, the property owner/developer, and the general contractor. Civil plans will be approved either at or after the preconstruction meeting by the Development Engineer. Refer to separate three-way contract handout or contact the City's Development Engineer for additional information.

Mandatory Pre-construction Conference

After three-way contracts have been fully executed by all parties, a mandatory Pre-construction Conference must be scheduled with the City's Development Engineer prior to commencement of site construction.

Asbuilt Plans

Prior to City acceptance of the project, asbuilt plans must be submitted to the City's Construction Inspector. Plans must be submitted digitally in PDF format and in DWG format, if requested.