



CIVIL PLAN SUBMITTAL CHECKLIST

This submittal checklist identifies minimum application elements for the City to accept an application. Construction drawings shall be prepared in accordance with 2009 Development Guidelines and Public Work Standards. If any of the required items are not provided, the application will not be accepted at the counter.

Submittal: 1st 2nd* 3rd*
*Redlined Plans Included: Yes No – (Plans not accepted)
Storm Technical Info Report: Yes No – (Plans not accepted)

SUBMITTAL DOCUMENTS

- Permit Application
- Four (4) sets of Drawings
- Two (2) sets of Storm Drainage Calculations (if required)
- Two (2) sets of Landscape drawings (if applicable)
- Two (2) copies of Geotechnical Report (if required)
- Completed Sensitive Area Identification Form
- Ownership Cert./Applicant Status Form
- Plan Review & Permit Fees (Inspection fees will be due at issuance)

PLAN REVIEW SUFFICIENCY CHECKLIST

- Yes No 1) The owner/developer's and designing engineer's name, address, and telephone number included in the title block. All plans need to be wet stamped and signed by designing engineer.
- Yes No 2) Construction drawings submitted to the City appear clear, legible, containing north arrow, and drawn to minimal engineering scale of (1"=30') on a paper size of 22"x34" or 24"x36". Plans shall include a sheet index.
- Yes No 3) The location, description, and elevation of the closest benchmark used in the project survey.
- Yes No 4) Bearings on roadway or utility centerline referenced to the current City datum.
- Yes No 5) Current City of Black Diamond Engineering and Fire Marshal approval block drafted onto each sheet.

Sample:

Approved for Construction	
By: _____	Date: _____
City Engineer	
Approval Expires: _____	

- Yes No 6) A vicinity map

- Yes No 7) A brief legal description of the site, including site address, lot number, quarter section, township, and range to accurately locate the project site is included.
- Yes No 8) Right-of-way, easement, lot, curb and property lines are clearly labeled and properly dimensioned for existing and proposed conditions.
- Yes No 9) All City of Black Diamond details included with City title block and without modifications.
- Yes No 10) Provided vertical profile for street, sanitary sewer, water and storm drain design.
- Yes No 11) Sanitary sewer and storm drain profiles include information such as pipe slopes, diameters, lengths, invert elevations, manhole and/or catch basin locations, and rim elevations, pipe material with classifications, and any other relevant design information.
- Yes No 12) Roadway profiles, including centerline elevations at a minimum of 50-foot intervals, all vertical curve design information such as k-value, curve length, design speed, stop sight/headlight distance, points of vertical intersection, points of vertical tangent (PVCs, PVIs, PVTs), the top of crest curve, the bottom of sag curve, flow lines, etc.
- Yes No 13) Shall inventory all water, sewer, street, street lighting, storm facilities, and appurtenances of all public infrastructure system