



Chandler • Arizona
Where Values Make The Difference

Civil Engineering Improvement Plans Submittal Form

Please attach this checklist to all submittals. All items marked "Required" must be included. *Incomplete submittals will be rejected.*

Log No: _____
Date: _____

Project:		Location:
Engineering firm:		Contact person:
Reviewed by:		Contact Phone No.:

First Submittal

Req'd	Sub	Item
✓	_____	This form and the Engineering firm transmittal sheet.
✓	_____	Six sets of 24" x 36" civil improvement plan prints (include all plans applicable to this project). Each set will include one copy of each improvement.
✓	_____	Two copies of the drainage report.
_____	_____	3 landscape & irrigation plans - must be approved prior to approval of the civil improvement plans.
_____	_____	Occupancy Clearance Agreement (if option to file a Performance Bond is not selected).
_____	_____	Two copies of the Geotechnical Report (with certified percolation test results).
_____	_____	Two (2) copies of the Phase I Environmental Site Assessment.

Submittal of these items will facilitate the approval process.

Resubmittals

Req'd	Sub	Item
✓	_____	This form and the Engineering firm transmittal sheet.
✓	_____	Four sets of 24" x 36" civil improvement plan prints - each set must include one copy of each improvement.
✓	_____	Original redlines, comment sheet & checklists from previous reviews.
✓	_____	Two copies of the updated drainage report - until accepted.
✓	_____	Two copies of the Geotechnical Report with Cert. Percolation Test results - until accepted.
✓	_____	One Construction Quantity Estimate sealed by engineer (for performance bond) or Agreement for Occupancy Clearance to be Withheld in Lieu of Filing Performance Bond.
✓	_____	One Certificate of Quantities sealed by engineer, with Civil Impr/Encroachment Permit Application
✓	_____	Erosion and Sediment Control Plan
_____	_____	Three landscape & irrigation plans - must be approved prior to approval of the civil plans.
_____	_____	Reclaimed Water Use Agreement.
_____	_____	Additional review fee, assessed at each review beginning with the 4 th review.

Mylar Submittal

Req'd	Sub	Item
✓	_____	This form and the Engineering firm transmittal sheet.
_____	_____	3 sets of approved civil improvement plans sealed by engineer. This includes, but is not limited to, street, water, sewer, grading and drainage, signing and striping (if required), reclaimed water, Erosion and Sediment Control Plan, and fire line (for site plans) plans. Five sets of street light plans are required.
✓	_____	Original civil improvement plan cover sheets - 4 mil mylar.
✓	_____	One final Certificate of Quantities, sealed by engineer (for inspection fees).
✓	_____	One Reclaimed Water Use Agreement.
✓	_____	Original redlines, comment sheet and checklists from previous reviews.
✓	_____	Final AutoCad DWG file of improvement plans (Release 14 minimum).

Mailing Address:
P.O. Box 4008, MS 406
Chandler, Arizona 85244-4008

Transportation and Development Department
Civil Engineering Plan Review Section
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