



Civil Engineering & Site Development Improvement Plans Submittal Form & Requirements

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

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

Req'd	Sub	Item	First Submittal
<input checked="" type="checkbox"/>	<input type="checkbox"/>	This form and the Engineering firm transmittal sheet	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Three (3) sets of 24" x 36" civil improvement plans (include all plans applicable to this project)*	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Three (3) sets of landscape, irrigation and hardscape plans*	
		*Provide 3 separate and complete sets (rolls) providing one copy of each of the civil improvement plans, landscape, irrigation & hardscape plans in each rolled set	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) copy of drainage report	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) copy of geotechnical report (with certified percolation test results)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Two (2) color copies (on 8 1/2" X 11" paper) of all hardscape and amenity colors and materials (e.g. pavers, trellises, ramadas, walls and gates, etc.)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Two (2) cd's of all plans sets, see page 2 for electronic submittal requirements	

Req'd	Sub	Item	Resubmittals
<input checked="" type="checkbox"/>	<input type="checkbox"/>	This form and the Engineering firm transmittal sheet	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Three (3) sets of 24" x 36" civil improvement plans*	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Three (3) sets of landscape, irrigation and hardscape plans*	
		*Provide 3 separate and complete sets (rolls) providing one copy of each of the civil improvement plans, landscape, irrigation & hardscape plans in each rolled set	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All original redlines, comment sheets & checklists from previous reviews	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Two (2) cd's of all plans sets, see page 2 for electronic submittal requirements	

Req'd	Sub	Item	Mylar/Approval Submittals
<input checked="" type="checkbox"/>	<input type="checkbox"/>	This form and the Engineering firm transmittal sheet	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Three (3) final black line sets of all civil improvement plans	
		Each set will include one copy of each civil improvement plan (do not include landscape plans)	
	<input type="checkbox"/>	Five (5) sets of Street Light Plans (if applicable)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) Mylar of each civil coversheet (except the Erosion and Sediment Control plans)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Three (3) final black line sets of onsite landscape, irrigation and hardscape plans	
	<input type="checkbox"/>	Two (2) final black line sets of median landscape and irrigation plans (if applicable)	
	<input type="checkbox"/>	One (1) Mylar set of final median landscape and irrigation plans (if applicable)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All original redlines, comment sheets and checklists from previous reviews	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electronic Submittal (see page 2 for details)	

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

Transportation and Development Department
Civil Engineering Plan Review Section
215 E. Buffalo St., Chandler Arizona 85225

Telephone: (480) 782-3000
www.chandleraz.gov
Form No: UDM-021/Civil
Rev: 4-13-16
Page 1 of 2



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"Electronic Submittal": a CD (or DVD) with the following digital files:

- 1) "To scale", scanned original plans in Acrobat PDF format. Combine multiple PDF sheets into a 'Plan set' ensuring all pages are in order and rotated properly for viewing.
- 2) Complete Drainage & Geotechnical Reports (including appendices) in PDF format.

CD, not cases, should be labeled using Project Name + (Log No.) + Plan or Report Name, see below

	First Submittal	Resubmittal	Approval	Revisions to Approved Plans
All civil & landscape improvement plans	Two (2) CD's Required	Two (2) CD's Required	Two (2) CD's Required	One (1) CD Required
Drainage & Geotechnical Report	Not Required at This Time	Not Required at This Time	One (1) CD Required	One (1) CD Required if Applicable



Example:

- 1) Archstone Village (EON16-0016) ONSITE Civil Improvement Plans.
- 2) Archstone Village (ERW16-0017) OFFSITE Civil Improvement Plans.
- 3) Archstone Village (EON16-0016) Landscape Plans
- 4) Archstone Village (EON16-0016) Drainage Report.
- 5) Archstone Village (EON16-0016) Geotechnical Report.

A separate C.D. should be submitted for each of the following:

- 1) All civil Improvement plans and landscape, irrigation and hardscape plans
- 2) Drainage report & geotechnical report
- 3) Median landscape and irrigation plans

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Page 2 of 2