

**DOUGLAS COUNTY DEPARTMENT OF COMMUNITY PLANNING AND
SUSTAINABLE DEVELOPMENT – ENGINEERING SERVICES DIVISION**

SUBMITTAL FORM

See Reverse Side for Instruction on Completing this Form

PROJECT OWNER

ENGINEER OR CONTRACTOR

NAME _____

NAME _____

ADDRESS _____

ADDRESS _____

TELEPHONE _____

TELEPHONE _____

FAX NO. _____

FAX NO. _____

CONTACT _____

CONTACT _____

PROJECT NAME _____

LOCATION _____

DRAWINGS / PLANS / REPORTS SUBMITTED _____

THIS SUBMITTAL IS: AN INITIAL SUBMITTAL A RESUBMITTAL AS BUILT

If RESUBMITTAL, what was disposition of previous submittal:

Conditional Approval

Denial

Revisions Requested

SPECIFY ONE OF THE FOLLOWING FOR THIS APPLICATION:

Plat or Development Plan Area (acres)

Roadway Plans, Roadway Length (ft)

Drainage Master Plan or Storm Sewer Basin Service Area (acres)

ACTION REQUESTED: Review & Comment Information Only Approval Other (Explain)

Submitted by _____ **Date**

ENGINEERING REVIEW & ACCEPTANCE FEE:

Fee Amount \$ _____ from Sch A Sch B-1 Sch B-2

Date Paid: _____ Verified _____

INSTRUCTIONS FOR COMPLETING SUBMITTAL FORM

- 1.** The name, address, and telephone number of the project or property owner shall be provided. If applicant is a company, provide the company name and the name of the individual responsible for contact with the County.
- 2.** The name, address, and telephone number of the engineer or contractor who prepared the documents submitted shall be provided. The name of an individual who is responsible for contact with the County on the project shall be provided.
- 3.** Project name shall be supplied. If this is a resubmittal of documents previously submitted to either the Douglas County Planning or Engineering Divisions, use the same name associated with the original submittal. For example, if submitting revised drainage studies or construction plans for review and comment, use the subdivision name on the plat application. If this project has previously been assigned a planning case number (e.g., P87-01, Z87-10) or an engineering case number (e.g., E87-110), this number shall be included with the project name. This expedites the handling of the application.
- 4.** Project location can be specified by township, range, section and quarter section; by proximity to an adjacent street intersection; and/or by legal address of the project.
- 5.** The applicant shall specify the type of documents submitted by checking the appropriate box. Construction plans shall be listed and indicated in the space provided or may be attached by referenced note.
- 6.** The applicant shall identify the application as an initial submittal, a resubmittal or an as-built for the action being requested. Final construction plans submitted for the first time are considered an initial submittal.
- 7.** The application shall specify one of the following so the review fee can be established:
 - Gross area of the plat or development plan or total property (acres).
 - Roadway length, in feet, depicted in roadway construction plans.
 - Storm sewer service area or drainage master plan study area (acres).
- 8.** The applicant shall state the County action being requested. Check the appropriate box and provide any clarifying comments or special conditions. Attach explanatory letter to the application if appropriate.
- 9.** The person submitting the documents shall sign and date the application (this means the responsible person representing the project owner, not the messenger or delivery person).
- 10.** All 24" x 36" blue-line plans shall be folded to approximately 9" x 12", except plans for sign off. Plans not folded will not be accepted.
- 11.** Douglas County Department of Community Planning & Sustainable Development – Engineering Division reserves the right to reject incomplete applications.