

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 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. Construction plans submitted for the first time are considered an initial submittal. **Please only check the "Approval/Signature" block if you received a written request from Douglas County Engineering to submit signature plan sets.**
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).
 - Utility in Right-of-Way Length in feet.
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" plan sets for review shall be folded to approximately 9" x 12". Review plan sets not folded will not be accepted. Signature plan sets are to be submitted unfolded.
11. Douglas County Department of Public Works Engineering reserves the right to reject incomplete applications.