

SUBMITTAL CHECKLIST

(Private Development)

Development Name: _____	Date: _____
Location: _____	Reviewed By: _____

Hard copies and fees must be submitted before review process begins.

	Date Received	Date Accepted
Required for Site Plan Approval		
1. Completed Site Plan Review Application form.	_____	_____
2. Preliminary site plan; or Construction drawings including calculation package – two (2) prints, one (1) electronic PDF file, and one (1) electronic XLSX file of calculations (if requested).	_____	_____
3. Restrictive covenant or master deed language, including certification of minimum floor and opening elevations by Design Engineer.	_____	_____
4. Recorded drainage easements.	_____	_____
5. Drain permit application (if required for maintenance to existing county drains).	_____	_____
6. Recorded maintenance agreement and exhibits (between Proprietor and local municipality, if required).	_____	_____
7. Review fees and deposit (if any).	_____	_____
8. Escrow account and financial guaranty (if required by municipality).	_____	_____
Upon Completion of Construction		
<i>Prior to Certificate of Occupancy, return of remaining escrow amount, and release of financial guaranty</i>		
9. Recorded restrictive covenants or master deed.	_____	_____
10. Land survey elevation certificate for minimum building opening (if applicable).	_____	_____
11. Certification by registered professional engineer that stormwater management facilities and work on county drains has been completed in accordance with approved construction drawings.	_____	_____
12. Construction record drawings (“As-builts”) - two (2) prints, one electronic (1) PDF file, and one (1) electronic DXF file.	_____	_____