

# SUBMITTAL CHECKLIST

## for Section 425 and 433 Agreements

(Plats, developments with public roads, developments with a downstream drainage course to be established as a county drain, or a downstream drainage course that needs to be improved or added as a branch/extension of an existing county drain.)

Development Name: _____
Location: _____

Date: _____
Reviewed By: _____

	<b>Date Received</b>	<b>Date Accepted</b>
<b>Initial Reviews</b>		
1. PRELIMINARY: Preliminary plat or site plan, application, calculation package and fees (submittal fee and review deposit)	_____	_____
2. CONSTRUCTION: Construction drawings, application, calculation package and fees (submittal fee and review deposit if preliminary review omitted)	_____	_____
<b>Prior to Construction Drawing Approval</b>		
3. Specifications for public drainage system components	_____	_____
4. Copies of restrictive covenant or master deed language	_____	_____
5. Recordable release of rights-of-way within the plat provided in the name of the drainage district	_____	_____
6. Recordable release of rights-of-way for downstream properties, or flooding easement agreement	_____	_____
7. Certification of adequacy of existing receiving drains/no net increase in storm water	_____	_____
- OR -		
Approval has been given for any improvements required to existing county drains	_____	_____
8. Drain permit application and fee	_____	_____
9. 425 Application	_____	_____
- OR -		
A drainage district has been established (adjusted) and a 433 Agreement submitted	_____	_____
- OR -		
A letter of commitment from the local municipality, governmental agency, or association has been	_____	_____

	<u>Date Received</u>	<u>Date Accepted</u>
executed	_____	_____
10. Maintenance fee (per Sections 425 and 433)	_____	_____
11. Recording deposit	_____	_____
12. All additional fees paid for engineering review	_____	_____
<b>Prior to Issuance of a Grading (SESC) Permit and Construction</b>	_____	_____
13. Evidence of contractor's insurance coverage (for work on county drain only)	_____	_____
14. Itemized cost of construction for county drain work	_____	_____
<b>When Drain Commissioner Signs Final Plat Prior to Completion of Construction</b>		
15. The Proprietor has entered into an agreement with the Drain Commissioner and has posted surety for faithful performance of the agreement	_____	_____
<b>Upon Completion of Construction</b>		
16. Inspection reports (for work on county drain only)	_____	_____
17. Determine practicality and final acceptance of county drain by Drain Commissioner	_____	_____
18. Acceptance of roads by County Road Commission (for public roads only)	_____	_____
19. Certification that county drains and storm water system have been improved in accordance with approved construction drawings	_____	_____
20. Construction record drawings	_____	_____
21. Drain Commissioner releases surety (posted per item no. 15)	_____	_____
<b>Prior to Final Plat Approval and/or Prior to Release of Recording Deposit</b>		
22. Evidence of municipal approval of preliminary plat	_____	_____
23. Copy of recorded Restrictive Covenants or Master Deed Liber ____ Page ____	_____	_____
24. Guarantee for repairs (repair bond or letter of credit) of any defects in the work for a period of one year	_____	_____
25. Recorded Easements Liber ____ Page ____	_____	_____
26. Recorded 433 Agreement Liber ____ Page ____	_____	_____
27. Route and Course Description (for county drain)	_____	_____
28. Drainage District Map and legal description	_____	_____
29. Assessment Roll	_____	_____

	<u>Date Received</u>	<u>Date Accepted</u>
30. Copy of recorded Maintenance Agreement (if association or corporate entity wishes to perform routine maintenance)	_____	_____
31. Drain Commissioner signs final plat	_____	_____
32. Drain Commissioner returns remaining review and recording deposits (posted per item nos. 1 and 11)	_____	_____
<b>One Year After Final Completion of Construction</b>		
33. Drain Commissioner returns repair bond or letter of credit (posted per item no. 24)	_____	_____