

SUBMITTAL CHECKLIST

for Private Developments

Development Name: _____

Date: _____

Location: _____

Reviewed By: _____

	Date Received	Date Accepted
Initial Reviews		
1. PRELIMINARY: Preliminary 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)	_____	_____
Prior to Construction Drawing Approval and Issuance of a Grading (SESC) Permit		
3. Copies of Restrictive Covenant or Master Deed language	_____	_____
4. Recordable rights-of-way for downstream properties or flooding easement agreement (use forms in Appendix 3)	_____	_____
5. Certification of Adequate Outlet (use form in Appendix 3)	_____	_____
- OR -	_____	_____
Approval has been given for any maintenance required to existing county drains	_____	_____
6. Copy of recordable Maintenance Agreement (use forms in Appendix 2)	_____	_____
7. All additional fees paid for engineering review	_____	_____
Upon Completion of Construction and Prior to Release of Review Deposit		
8. Copies of recorded documents (restrictive covenants/deeds, easements and Maintenance Agreement)	_____	_____
9. Construction record drawings	_____	_____
10. Certification that county drains have been maintained in accordance with approved construction drawings	_____	_____
11. Drain Commissioner releases remaining review deposit (posted per item no. 1 or 2)	_____	_____