

Complete **Commercial Plan Submittal Gateway Checklist** (April 2017)

Incomplete

Project Name: _____ Accela Number: _____

Project Address: _____ PRC: _____ Date: _____

Eng: _____ EC UF D/W CI: _____ Zoning Assessment Addressing

YES NO See Approved Multifamily Plan

YES NO See Approved Commercial Subdivision Plan

General Plan Requirements:

- Shown Required N/A* Plan sheet must be sealed, signed, and dated by the appropriate design professional(s)
- Shown Required N/A* Title Block with site name and address
- Shown Required N/A* Tax Parcel Number
- Shown Required N/A* Zoning (and Rezoning Petition Number, if applicable)
- Shown Required N/A* Watershed Overlay District *MIL ULW LLW*
- Shown Required N/A* Engineering scale on each plan sheet (plan information must be legible)
- Shown Required N/A* Property lines shown
- Shown Required N/A* Land Use Buffer(s) and/or Set Backs required by Zoning
- Shown Required N/A* Label SWIM/PCSO Buffers and/or Floodplain boundaries
- Shown Required N/A* Clearly distinguish between existing and proposed conditions (i.e., contours, structures, etc.)
- Shown Required N/A* Existing Driveways shown and dimensioned.
- Shown Required N/A* Chapter 19 requirements (roadway plan - max scale 1"=40', cross sections every 50' at 1"=5' scale, separate pavement marking and traffic control plans – max scale 1"=40' plan)
- Shown Required N/A* PCSO Summary Table

YES NO Driveway Permit Requirements: _____ City _____ State

- Shown Required N/A* Driveway Type and Dimension (including radii dimension). Number Driveways (i.e. DW-1, DW-2, etc.)
- Shown Required N/A* Intersection Sight Distance Plan & Profile for all driveways

YES NO Grading/Sediment and Erosion Control Requirements: Grading > 1 acre _____ City _____ State

- Shown Required N/A* Site Area:* _____ Denuded Area:* _____ acres
- Shown Required N/A* Erosion Control Plan
- Shown Required N/A* Grading Plan
- Shown Required N/A* Two sets of design calculations for erosion control measures (sealed)
- Shown Required N/A* Construction Sequence and Erosion Control Notes and Seeding schedule

YES NO Storm Water Detention/PCSO: _____ < 20,000 sq.ft. _____ Flood _____ Pond _____ Easement

- Shown Required N/A* Impervious/Built-upon Area Calcs* (New imp.area/BUA: _____)
- Shown Required N/A* Separate drainage area maps for pre-developed and post-developed area for detention design
- Shown Required N/A* Two sets of detention and/or BMP calculations (sealed by a registered PE or RLA)
- Shown Required N/A* Tc Paths Shown for pre-developed and post-developed sub-basins on the drainage area maps
- Shown Required N/A* Outlet Detail
- Shown Required N/A* Completed detention worksheet
- Shown Required N/A* Detention Plan
- Shown Required N/A* Stormwater Management Plan sheet(s) in plan set (see section 6 of PCSO Admin. Manual)
- Shown Required N/A* BMP inset table in plans (see <http://cldsm.charmeck.org> at bottom of page)
- Shown Required N/A* Completed Design Procedure Form/Worksheet for each BMP (sec. 4, BMP Design Manual)
- Shown Required N/A* PCSO Natural Area Shown as Required

YES NO Storm Water Drainage Requirements: _____ Flood _____ Street Drainage

- Shown Required N/A* Drainage Plan sealed
- Shown Required N/A* Drainage area map for storm drainage
- Shown Required N/A* Two sets of storm drainage design calculations (sealed by a registered PE or RLA)
- Shown Required N/A* Storm Drainage Schedule included on drainage plan

YES NO Tree Requirements:**

- Shown Required N/A* Tree Protection on Erosion/Grading Plan
- Shown Required N/A* Landscape Plan

**** If yes to any of the below questions, then YES to Tree Requirements.**

Is the addition over 1000 square feet?

Are the parking spaces increasing more than 5?

Is the façade change over 10%?

Is the addition more than 5% of the existing square footage?

YES NO Zoning Assessment: Required if project does not propose a building.

YES NO Addressing: Commercial Plan with multiple parcels or buildings served by a private street, common driveway, access easement, etc.

YES NO Electronic Plan Format: Submitted files are in working order and files do not contain AutoCAD SHX Text