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

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>See Approved Multifamily Plan</td>
<td>See Approved Commercial Subdivision Plan</td>
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**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](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*