

## Guidance Document

### Am I ready to submit?

- I have my **Submittal Checklist**
- I understand & have followed the **File Naming Convention**
- I know that following the application form, I must complete the **Upload & Submit** task.

...If you've answered yes to all of these items, you are ready!

### Submittal Checklist

Most projects require a pre-application or pre-submittal meeting. After these meetings, a custom submittal checklist will be provided, listing the required items for your project.

Projects that do not require preliminary meetings will have submittal worksheets available online at

<https://www.goodyearaz.gov/development>.

### File Naming Convention

All files should be numbered and named according to their order listed on your provided Submittal Checklist. File names should start with a numeric value followed by the document name. The numeric value at the beginning of the file name ensures the order in which they are displayed. (See the example on the next page)

Documents and reports (typically size 8.5x11) may be multipage PDFs.

Plan sets (typically size 24x36) must be single sheet PDFs.

### Why is the city switching to single sheet PDFs for plans?

Versioning! The system is built to overlay files with the same name in order to easily compare documents

Example:



When you upload a multi-page PDF on the first review and then slip an extra sheet into the set, the versioning will not work properly.

*Proper versioning helps staff complete reviews more efficiently.*

**This document is For Reference Only  
and is not required for submittal.**

Please visit <https://goodyearaz.gov/development> for additional information.

# Civil Engineering submittal example:

Submittal Checklist Requirements:

- Submittal Checklist *(this form)*
- Drainage Report
- Water Report
- Sewer Report
- Traffic Report
- Reclaimed Water Report
- SWPPP Narrative
- Environmental Report
- Geotechnical Report
- Any Other Reports *(to be named by submitter)*
- Final Plat *(or MLD/MOD)*
- Improvement Plans *(Commercial/Industrial)*
- Grading Plan
- Mass Grading
- SWPPP
- Water and Sewer *(if on same plans)*
- Sewer
- Water
- Irrigation *(e.g., RID)*
- Paving and Storm Drain
- Streetlight
- Traffic Signal
- Storm Drain
- Reclaimed Water
- Signing and Striping
- Miscellaneous
- Landscape Plan
- Dry Utilities can be \_\_\_\_\_ (company) \_\_\_\_\_ dry utility

## 1<sup>st</sup> Submittal

- 001 Submittal Checklist
- 002 Drainage Report
- 003 Water Report
- 004 Sewer Report
- 005 SWPPP Narrative
- 006 Final Plat
- 007 Grading Plan 1
- 008 Grading Plan 2
- 009 Grading Plan 3
- 010 Grading Plan 4
- 011 Grading Plan 5
- 012 Grading Plan 6
- 013 Grading Plan 7
- 014 Grading Plan 8
- 015 Grading Plan 9
- 016 SWPPP 1
- 017 SWPPP 2
- 018 SWPPP 3
- 019 SWPPP 4
- 020 SWPPP 5
- 021 SWPPP 6
- 022 SWPPP 7
- 023 SWPPP 8
- 024 SWPPP 9
- 025 SWPPP 10
- 026 Water and Sewer Plans 1
- 027 Water and Sewer Plans 2
- 028 Water and Sewer Plans 3
- 029 Water and Sewer Plans 4
- 030 Water and Sewer Plans 5
- 031 Water and Sewer Plans 6
- 032 Water and Sewer Plans 7
- 033 Water and Sewer Plans 8
- 034 Water and Sewer Plans 9
- 035 Water and Sewer Plans 10
- 036 Water and Sewer Plans 11
- 037 Water and Sewer Plans 12
- 038 Paving and Storm Drain 1
- 039 Paving and Storm Drain 2
- 040 Paving and Storm Drain 3
- 041 Paving and Storm Drain 4
- 042 Paving and Storm Drain 5
- 043 Paving and Storm Drain 6
- 044 Paving and Storm Drain 7
- 045 Paving and Storm Drain 8
- 046 Paving and Storm Drain 9
- 047 Paving and Storm Drain 10
- 048 Paving and Storm Drain 11
- 049 Paving and Storm Drain 12
- 050 Paving and Storm Drain 13
- 051 Street Lighting 1
- 052 Street Lighting 2
- 053 Street Lighting 3
- 054 Street Lighting 4
- 055 Street Lighting 5
- 056 Signage and Striping 1
- 057 Signage and Striping 2
- 058 Signage and Striping 3
- 059 Signage and Striping 4
- 060 Signage and Striping 5
- 061 Landscape Plan 1
- 062 Landscape Plan 2
- 063 Landscape Plan 3
- 064 Landscape Plan 4
- 065 Landscape Plan 5
- 066 Landscape Plan 6
- 067 Landscape Plan 7
- 068 Landscape Plan 8
- 069 Landscape Plan 9
- 070 Landscape Plan 10
- 071 Landscape Plan 11
- 072 Landscape Plan 12
- 073 Landscape Plan 13
- 074 Landscape Plan 14
- 075 Landscape Plan 15
- 076 Landscape Plan 16
- 077 Landscape Plan 17
- 078 Landscape Plan 18

## 2<sup>nd</sup> Submittal

- 007 Grading Plan 1
- 008 Grading Plan 2
- 009 Grading Plan 3
- 010 Grading Plan 4
- 011 Grading Plan 5
- 012 Grading Plan 6
- 012.1 Grading Plan
- 013 Grading Plan 7
- 014 Grading Plan 8
- 015 Grading Plan 9
- 015.1 Grading Plan
- 016 SWPPP 1

### Subsequent Submittals:

If you need to include new sheets or documents in subsequent submittals, add a ".1" to the beginning of the file name. In the example above, 2 sheets were added to the Grading Plan