

Commercial Civil Application - Amendment

Submittal Checklist Guide

This submittal checklist guide is to be completed as part of your application with the City. Download this checklist before completing fillable fields, then upload with your application through the Online Submittal Center. Choose Document type as "Supporting Document" when uploading.

Online Application Information for Customer:

Submit applications at [Accela Citizen Access](#)
Start a New Application > Civil Applications > Civil Application
Project Type: **Commercial**
Commercial Sub Type: **Amendment**

General Project Information:

Name: Click or tap here to enter text.
Description: Choose an Item.
Associated Project No.: HTE#
Pre-Application Mtg. No.: PRJ
Pre-Application Mtg. Date: [Publish Date]
Planning Case Number(s): Click or tap here to enter text.

ATTENTION:

This submittal guide is a reference/resource for applicants to prepare for submitting an application. This document is not required to be included with your attachments.

Items checked on this guide should be uploaded in your attachments. Plan sets may be uploaded as multi-page PDFs.

If the box is not checked, these items are not required but may be included if needed and can be uploaded to your project as a "Supporting Document."

Upload and Submit:

Checked files required to be submitted in your applications. Use the following checklist to ensure all necessary information has been provided with your application. Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be rejected until all requirements are met. **Files must be in this order and use titles listed.** Use naming convention provided (*Do not include wording in parentheses or superscript numbers*).

This checklist is to be used to permit work on **private property** where the Owner has a legal right to construct on the property.

In the case where the application is being made to permit work on another property not owned by the Owner or in existing or future public right-of-way, a separate application must be submitted for that work. Any work shown on another property or in the public right-of-way shall be referred to a separate permit application and shall be shaded to clearly indicate that scope of work is not included in the current application. Ensure no "construction notes" are included for those items shaded. See Special Circumstances section below for a preliminary list of assumed separate permit application types needed to support the project; it is the Owner responsibility to submit all needed separate permit applications and required documents with any needed dedication by separate instrument documents for additional easement, terminations, right-of-way, etc. to support the project; failure to submit needed documents could result in a delay to permit issuance and/or certificate of occupancy (C of O).

Civil Documents:

- Improvement Plans XX (May include any combination of the following)
 - Grading and Drainage
 - Irrigation (e.g. RID, MWD)
 - Landscaping (must include Irrigation plans)
 - Paving (may be included with G&D Plans)
- Reclaimed Water
- Signing and Striping
- Storm Drain
- SWPPP (Stormwater Pollution Prevention Plan)
- Streetlight
- Traffic Signal

- Utilities (if water and wastewater on same plans)
- Wastewater

Water

Additional Guidance:

1. Plans shall have the original Professional SEAL on the cover sheet. A NEW Professional SEAL shall be placed on the cover sheet describing the amendment and a Delta symbol shall appear with a revision cloud on the cover sheet and ALL the sheets affected by the amendment.
2. Plan set shall have the original total sheet count. DO NOT REMOVE sheets from the original plan set, instead cross-out sheets that may not be applicable anymore and marked them as NOT USED. If new sheets are added, ensure the Sheet Index is updated on the cover sheet and add additional sheets.

Plan Review and Permit Fees:

All fees are due prior to final Permit Issuance.

STAFF USE ONLY	
Department Routing:	<input type="checkbox"/> Building Safety <input checked="" type="checkbox"/> Civil Engineering (Standard) <input type="checkbox"/> Fire (Standard) <input type="checkbox"/> GIS (CDs and CDs with MLD & Final Plats only) <input type="checkbox"/> Planning (Standard) <input type="checkbox"/> Water Resources Landscaping (Standard)

DO NOT SUBMIT - FOR PERMIT ISSUANCE ONLY