

Commercial Civil Application - Irrigation - BWCDD MWD RID 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 Applications
Project Type: **Commercial**
Commercial Sub-Type: **Improvement Plans**

General Project Information:

Name: Choose an item. - Click or tap here to enter text.
 (Associated Project Name, Location, etc.)
Description: MISCELLANEOUS
Associated Project Number: HTE#

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.

Civil Documents:

- 001 Submittal Checklist (*this form*)
- 002 ECE¹ ([Engineer's Cost Estimate - EDS&PM](#))
- 003 Irrigation plans XX

¹ The Engineer's Cost Estimate shall be required per [EDS&PM 2.6.1.J & 2.9.1.E-F](#) to cover all improvements to City right-of-way and any infrastructure to remain under City ownership within an easement. This value is used for the Performance Bonding (also known as financial assurance) upon project approval.

Plan Review and Permit Fees:

All fees are due prior to final Permit Issuance. Other documents may be required and requested at "Oversight Review" step: ADEQ Notice of Intent (NOI), Maricopa Dust Control Permit (DCP), Certificate of Insurance (COI).

STAFF USE ONLY	
Department Routing:	<input checked="" type="checkbox"/> Civil Engineering (<i>Standard</i>)