

# Commercial Civil Application - Stockpile & SWPPP 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  
Application Type: **Commercial - Other**

## General Project Information:

Name: Click or tap here to enter text. STOCKPILE & SWPPP  
Description: MISCELLANEOUS  
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 haul permit requirement submitted through the traffic control permit application workflow.

## Civil Documents:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> 001 Submittal Checklist ( <i>this form</i> )              | <input checked="" type="checkbox"/> 005 Stockpile Plan XX   |
| <input checked="" type="checkbox"/> 002 Drainage Statement or Report                          | <input checked="" type="checkbox"/> 006 SWPPP ( <i>Stormwater Pollution Prevention Plan if disturbance is over 1 acre</i> ) |
| <input checked="" type="checkbox"/> 003 SWPPP Narrative ( <a href="#">May use ADEQ form</a> ) | <input type="checkbox"/> 007 BMP Exhibit ( <i>Best Management Practice exhibit if disturbance is less than 1 acre</i> )     |
| <input checked="" type="checkbox"/> 004 Owner Authorization Letter                            |   |

## Special Circumstances (Separate Submittals):

A separate haul route permit will be required, see [EDS&PM 2.8](#) for additional information.

## Permit General Notes:

Permit is restricted to earth moving operations only. NO STRUCTURES OR UTILITIES MAY BE CONSTRUCTED.

**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).

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

DO NOT SUBMIT - FOR REFERENCE ONLY