

Land Management Civil Application - CLOMR - LOMR 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 > Land Management
and Floodplain
Project Type: **CLOMR or LOMR**

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#

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).

Civil Documents:

- 001 Submittal Checklist (this form)
- 002 CLOMR or LOMR TDN
- 003 HEC-RAS¹

¹ The HEC-RAS and HEC1 files are not supported by our review software and will need to be uploaded by using a link (FTP site or similar) within a PDF file.

Plan Review and Permit Fees:

All plan review fees are due prior to final approval.

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."

STAFF USE ONLY	
Department Routing:	<input checked="" type="checkbox"/> Civil Engineering (Standard) <input checked="" type="checkbox"/> Civil Engineering Group 2 (Standard)