



## RMC 12.08 Right-of-Way Construction Application & Submittal Checklist

The Applicant is to complete this form and enter all information relevant to the project. If not applicable, write N/A.

Project:	Phase:
APN #:	
Planning Approval #:	
Developer/Owner Name:	
Developer/Owner Address:	
Developer/Owner Phone Number:	
Developer/Owner Email Address:	
Design Firm, if any:	
Design Engineer:	
Design Engineer Address:	
Design Engineer Email Address:	
PE/PLS No.:	Phone Number:

Plans will be deemed incomplete until the following conditions are present:

- Plans are consistent with City's Design Guidelines
- Plans are in compliance with Technical Studies such as geotechnical, traffic or environmental studies
- Plans are in compliance with the Planning Process Final Conditions of Approval

### Intake Guidelines for Subdivision Plan Reviews

By initialing below, the design engineer certifies that the plans conform to the City's Public Infrastructure Design Guidelines and the Planning Process Final Conditions of Approval, except for the variance requests identified on Page 2. Failure to complete the table below or to accurately represent conformance to the Design Guidelines will result in a delayed plan review or outright rejection of the plans.

	Applicant:	Staff
All plans installing public infrastructure or modification to existing infrastructure shall be stamped by a licensed Professional Engineer		
Benchmark on the correct datum (NAVD 88')		
Stapled plan sets		
Stamped storm calculations included with the first submittal		
Stamped Engineer's estimate of public improvement costs		
Erosion / Sedimentation Control plans (TESC) sheet		
State stormwater permit or erosivity waiver (or proof that process has been started) included with first submittal		
Separate grading, electrical and irrigation sheets (if applicable)		
All utilities shown in both plan and profile views (water, sewer, storm, irrigation, electrical, etc. on same sheet		
All linework in both the plan and profile views labeled		
3-line profiles for super-elevated streets		
Streetlight layout sheet included		
Show stormwater drainage and grading of all areas		
The vision-clearance triangle shown on all corner lots on the construction plan sheets		

Realistic and reasonable review timelines are as follows

- 1<sup>st</sup> plan review – Twenty (20) working days
- 2<sup>nd</sup> plan review – Ten (10) working days
- 3<sup>rd</sup> plan review – Twenty five (25) working days

Variances to City Standards or Site Plan Conditions

This project is seeking the following variances to the City’s Public Infrastructure Design Guidelines. Applicant shall provide supplemental material sufficient to support consideration of requested variances, including how the proposed design provides greater or equivalent value to the City.

City Standard	Variance Sought

I understand and acknowledge that consideration of variance requests may delay review completion. \_\_\_\_\_  
*Initial*

I understand and acknowledge that subsequent submittals after the first submittal shall be accompanied by a transmittal letter detailing the applicants efforts to address City plan review comments. The City will only accept complete plan sets for review. \_\_\_\_\_  
*Initial*

I hereby affirm that I have read, acknowledged and agreed to all conditions of this application and checklist and that all of the above information is true and correct to the best of my knowledge. Submittal of an incomplete application may result in rejection of the submittal or delay in review.

\_\_\_\_\_  
Applicant / Engineer Signature

\_\_\_\_\_  
Date

**For Staff Use Only**

- This plan submittal is COMPLETE and is accepted for the first plan review      Staff \_\_\_\_\_ Date \_\_\_\_\_
- This plan submittal is INCOMPLETE and is returned for correction of deficient items      Staff \_\_\_\_\_ Date \_\_\_\_\_