



SUBDIVISION ENGINEERING REVIEW

Application submittals must include all documents on this checklist as well as this page. Please use the reference guide (pg. 2) included in this packet for more information on each submittal item.

All submittals shall include the number of hard copies indicated in the checklist below and one (1) electronic copy with all documents combined in a single PDF. For hard copies, each document shall be labeled or tabbed with the corresponding checklist number.

1. Development Application Form (pg. 4)
2. Application Fee (see table below)
3. Construction Plans (*2 hard copies*)
4. Sediment and Erosion Control Plans (*2 hard copies*)
5. Drainage Report (*2 hard copies*)
6. Traffic Impact Study (*2 hard copies*)

Application Fees:	Amount:	Due:
Subdivision Engineering Review	< 5 acres-\$1,000 5-25 acres- \$2,500 >25 acres- \$7,500	With application submittal



Guide to Development Application Submittal

All development application submittals shall consist of one (1) hard copy of each document and one (1) electronic copy (USB or CD) with all documents combined in a single PDF. **Application submittals that do not conform to these guidelines shall not be accepted.**

Construction / Engineering Design Plans:

- A set of maps and/or drawings showing how a proposed development is to be constructed.
- The plans must include:
 - site maps of the existing conditions and proposed improvements,
 - installation/construction details for all proposed improvements,
 - survey control (horizontal and vertical) for locating the improvements and,
 - all necessary specification for the products to be used.
- Construction plans are often broken out for specific improvements; for example: site plan, grading plan, waterline improvement plans, roadways improvements plans, etc.

Erosion and Sediment Control Plans:

- Erosion and Sediment Control (ESC) plans are construction plans showing the proposed Best Management Practices, or BMP's, that will be used to mitigate erosion and the transport of sediment from a site under construction.
- ESC plans are often done in three (3) phases: Initial, Interim and, Final.
- These plans must also include installation details for each of the BMP's.

Level 1-Storm Drainage Plan:

- A level 1 Storm Drainage Plan is a preliminary design plan showing existing and proposed site drainage features or improvements and, is intended to show how the storm drainage will be mitigated.
- See Appendix B of the Adams County Development Standards and Regulations for a plan preparation checklist

Level 2-Storm Drainage Study (SDS):

- A level 2 SDS is a preliminary design report that describes the existing and proposed drainage features and, includes a hydrologic analysis of the proposed site. A Level 2 SDS also includes a drainage plan.
- See Appendix B of the Adams County Development Standards and Regulations for a plan preparation checklist



Level 3-Storm Drainage Study (SDS):

- A level 3 SDS is a preliminary design report that describes the existing and proposed drainage features, includes a hydrologic analysis of the proposed site and hydraulic analysis of all proposed drainage mitigation measures. A Level 3 SDS also includes a drainage plan and construction plans for all drainage mitigation features.
- See Appendix B of the Adams County Development Standards and Regulations for a plan preparation checklist

Traffic Impact Study:

- Intended to forecast and mitigate the transportation and traffic impacts of a proposed land use development or redevelopment project
- See Chapter 8 of the Adams County Development Standards and Regulations for requirements.

Regional Traffic Study:

- Addresses mobility concerns in the region associated with population growth and increased development that will be generated because of the change in the future land use designation



Application Type:

Erosion and Sediment Control	Street Construction Plans
Floodplain Use Permit	Subdivision Engineering Review
On-Site Grading and Drainage	Traffic Impact Study/ Analysis

PROJECT NAME:

APPLICANT

Name(s): Phone #:

Address:

City, State, Zip:

2nd Phone #: Email:

OWNER

Name(s): Phone #:

Address:

City, State, Zip:

2nd Phone #: Email:

TECHNICAL REPRESENTATIVE (Consultant, Engineer, Surveyor, Architect, etc.)

Name: Phone #:

Address:

City, State, Zip:

2nd Phone #: Email:

DESCRIPTION OF SITE

Address:

City, State, Zip:

Area (acres or square feet):

Tax Assessor Parcel Number

Existing Zoning:

Existing Land Use:

Proposed Land Use:

Have you attended a Conceptual Review? YES NO

If Yes, please list PRE#:

I hereby certify that I am making this application as owner of the above described property or acting under the authority of the owner (attached authorization, if not owner). I am familiar with all pertinent requirements, procedures, and fees of the County. I understand that the Application Review Fee is non-refundable. All statements made on this form and additional application materials are true to the best of my knowledge and belief.

Name:

Date:

Owner's Printed Name

Name:

Owner's Signature