



Department of Public Works

Development Review Division

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SUBMITTAL GUIDELINES

TECHNICAL STUDIES	<u>Initial & 1 Addendum</u>	<u>Any Subsequent Review</u>
<u>Acreage</u>		
Up to 5 Acres	\$750	\$400
Over 5 Acres & up to 40 Acres	\$2,000	\$400
Over 40 Acres & up to 320 Acres	\$4,000	\$400
Over 320 Acres	\$6,000	\$400
(Queuing Analysis, 3-Point Turn, Traffic Mitigation, Traffic Impact Analysis)	\$750	
DRAINAGE STUDY		
New submittals require two copies of the study (bound), Standard Form 1 (with both copies wet stamped and signed), Study Submittal Sheet, and the appropriate fees from the table above.		
Each subsequent review must be submitted with the Study Submittal Sheet, Standard Form 1 (with both copies wet stamped and signed), redlines from previous review, and the appropriate fee from the table above.		
Drainage Study may be approved without structural approval.		
STRUCTURAL SUBMITTAL may be submitted after the Drainage Study approval. A structural review will require \$750 (per/660-lft) submittal fee (Note: additional fees may be assessed for multiple structures) and a current geotechnical report. Off-Site Improvement plans will not be accepted for review until the drainage and structural reviews are approved.		
DRAINAGE STUDY UPDATE (update to a previously approved study)		
Submittal and fee requirements are the same as above. Copies of the drainage study approval letter, approved plans of study to be updated <u>redlined</u> to show proposed changes, and current FIRM need to be included.		
TRAFFIC STUDY (Includes, but not limited to, Queuing Analysis, 3-Point Turn, Traffic Mitigation, Traffic Impact Analysis)		
New submittal requires two copies of the study, wet-stamped and signed, Study Submittal Sheet, and the appropriate fees from the table above.		
Each subsequent review (correction) must be submitted with a submittal sheet and the appropriate fees from the table above.		
GEOTECH/SOILS SUBMITTAL (If pavement section is required.)		
New Geotech/Soils Submittals require 2 copies of the soils report with the Material Report - Logging Form submittal sheet and appropriate fee from the table above. It is required to be submitted concurrently with the improvement plan submittal. Each subsequent review (corrections) must be submitted with a submittal sheet and the appropriate fee from the table above.		
OFF-SITE IMPROVEMENT PLANS (SUBDIVISION, COMMERCIAL, UTILITY)		
New submittals require 3 copies of the plans, bond estimate, 1 copy of each of the traffic study approval letter and/or drainage approval letter and APPLANS /structural study approval letter and approved plans, submittal sheet, and a check for the plan check fees of \$300 (minimum) or 1.20% of the estimated construction cost, whichever is greater. <i>Geotech/Soils Submittal is required to be submitted concurrently with the improvement plan submittal (if AC paving is proposed in the right of way).</i>		
Each subsequent review (corrections) must be submitted with the Submittal Sheet. The submittal must include all previous plan check redlines, drainage/structural study approved redlines, bond estimate until approved and one clean blue line copy or mylar. Mylars can only be submitted when requested by Plan Checker.		
REVISIONS One set of original plans, and at least one set of revised plans with red line changes. Fee is \$50 per sheet.		