

SUBMITTAL CHECKLIST

(County Drain)

Development Name: _____	Date: _____
Location: _____	Reviewed By: _____

Hard copies and fees must be submitted before review process begins.

	Date Received	Date Accepted
Required for Site Plan Approval		
1. Completed Site Plan Review Application form.		
2. Preliminary Plat; or Construction drawings, including calculation package – two (2) prints, one (1) electronic PDF file, and one (1) electronic XLSX file of calculations (if requested).		
3. Restrictive Covenant or master deed language, including certification of minimum floor and opening elevations by Design Engineer.		
4. Maintenance Plan; and Maintenance agreement and exhibits (between Proprietor and Water Resources Commissioner, if maintenance is to be performed by private entity).		
5. Recorded drain easements provided in the name of the drainage district.		
6. Performance surety.		
7. Section 433 Agreement; Section 425 Application; or letter of commitment from local municipality, governmental agency or association.		
8. Certification by Design Engineer of adequacy of receiving drains.		
9. Specifications for construction of drain components.		
10. Review fees and deposit (if any).		

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(County Drain)

	<u>Date Received</u>	<u>Date Accepted</u>
Upon Completion of Construction		
11. Itemized cost of construction for county drain work.	_____	_____
12. Inspection reports (for work on county drain only).	_____	_____
13. Final acceptance of county drain by Water Resources Commissioner.	_____	_____
14. Acceptance of public roads by County Road Commission.	_____	_____
15. Certification by registered professional engineer that construction of county drains has been completed in accordance with approved construction drawings.	_____	_____
16. Construction record drawings ("As-builts") - two (2) prints, one electronic (1) PDF file, and one (1) electronic DXF file.	_____	_____
17. Final Plat submitted for review.	_____	_____
Prior to Final Plat Approval or Release of Surety		
18. Evidence of municipal approval of Preliminary Plat.	_____	_____
19. Recorded restrictive covenants or master deed.	_____	_____
21. Recorded maintenance agreement (if required).	_____	_____
22. Recorded 433 Agreement.	_____	_____
23. Route and course description.	_____	_____
24. Drainage district map and legal description.	_____	_____
25. Drain maintenance fee (per Section 433).	_____	_____
26. Water Resources Commissioner signs Final Plat (within 10 days).	_____	_____
27. Water Resources Commissioner accepts Construction Record Drawings (within 30 days).	_____	_____
28. Water Resources Commissioner returns remaining surety and review deposit (if any).	_____	_____