

CHECK LIST SUBMITTAL REQUIREMENTS

Preliminary

- Application for Review of Preliminary Plans.
- Application Fee.
- Review Fee.
- Three sets of conceptual plans at a 1" = 100' minimum scale, indicating the nature, size and location of the proposed development.
- Agent authorization if someone other than Owner is making application.

Preliminary Approval is valid for one year from the date of approval by the Authority.

Tentative

- Application for Review of Tentative Plans.
- Application Fee.
- Review Fee.
- Three complete sets of detailed plans and profiles – 24" x 36" with a 1 1/2" border on left side.
- Three complete sets of specifications signed and sealed by a Professional Engineer.
- Three Engineer's Reports signed and sealed by a Professional Engineer.
- Agent Authorization.
- IRS W-9 Form.

Approval of Tentative Plan Review is valid for a period of 2 years from the date of approval if no subsequent application is submitted.

Final

- Application for Review of Final Plans.
- Application Fee.
- Review Fee.
- Three complete copies of all final revisions to the plans, specification, and final cost estimates all signed and sealed by a Professional Engineer.
- Two copies of outside agency permit documents.
- Agent Authorization.

Final Approval is valid for two years from the date of approval.

Prior to Construction

- Inspection Fees.
- Performance Bonds/Letters of Credit.
- Cash Bonds.
- Funds for water meters, MXUs and metering appurtenances.
- Nine sets of plans to be stamped by Authority Engineers for Construction Approval.
- Shop Drawings.
- Certificate of Insurance.
- Indemnification/Hold Harmless Agreement.
- Copy of Road Opening Permit(s).
- Copy of Soil Erosion Permit.
- Underground Markout Confirmation Number.
- Preconstruction Meeting.
- Notify Authority Engineer 72 hours prior to construction to schedule inspectors.

Prior to Operation

- Record Drawings – 1 set for review. Upon acceptance by Authority Engineer, two reproducible mylars and nine prints and electronic version in AutoCAD or DFX format.
- Deed with metes Bound descriptions to all lands, easement and improvements not previously transferred, together with title policies.
- Copy of filed subdivision plat showing all easements containing the filed plan number and filing date.
- Easement Agreement(s).
- Certificate of Authority Engineer that the construction and testing of the facilities has been completed in accordance with the approved plans and specifications.

Acceptance of Facilities (after final paving is complete)

- Certificate from the Authority Engineer recommending release of the performance guarantees upon receipt of a two-year maintenance bond.
- Maintenance Bond/Letter of Credit.
- Bill of Sale.
- Affidavit of Title.

Closeout of Project (release of maintenance bond and any escrow funds remaining)

- Certificate from the Authority Engineer recommending release of the maintenance bond(s) and closeout of the project.