

**STREET IMPROVEMENT PLAN (SIP) APPLICATION MATERIAL TRANSMITTAL**

This form must accompany **all** SIP application materials submitted to the SDOT Street Use Counter.

SIP Project # \_\_\_\_\_ Project Address \_\_\_\_\_

Application Materials Submitted by \_\_\_\_\_  
(Sign and Print Name)

**Check the % Complete that applies to your submittal**

SIP Design Guidance Submittal	
<input type="checkbox"/> 0 – 30%  Check all boxes that identify materials being submitted at this time.	<b>Required Material Submittals:</b> <input type="checkbox"/> 2 Paper Copies of Plans <input type="checkbox"/> 1 Electronic file of plans in PDF format <input type="checkbox"/> Project Scope and Details Form (if not previously submitted) <input type="checkbox"/> Site Photos (if not previously submitted)
	<b>Optional Material Submittals:</b> <input type="checkbox"/> 1 CADD file of plans.
	<b>Other Materials Submitted</b> <input type="checkbox"/> _____ <input type="checkbox"/> _____
<input type="checkbox"/> 30% +  Check all boxes that identify materials being submitted at this time.	<b>Required Material Submittals:</b> <input type="checkbox"/> 2 Paper Copies of 30%+ Plans <input type="checkbox"/> 1 Electronic file of 30%+ Plans in PDF format <input type="checkbox"/> Project Scope and Details Form (if not previously submitted) <input type="checkbox"/> Base Map and Survey Checklist (if "Base Map Complete" condition in Hansen has not been satisfied) (See CAM 2212) <input type="checkbox"/> Site Photos (if not previously submitted)
	<b>Optional Material Submittals:</b> <input type="checkbox"/> 1 CADD file of 30% plans.
	<b>Other Materials Submitted</b> <input type="checkbox"/> _____ <input type="checkbox"/> _____
<input type="checkbox"/> 60%  Check all boxes that identify materials being submitted at this time.	<b>Required Material Submittals:</b> <input type="checkbox"/> 2 Paper Copies of 60% Plans on 60% Complete SIP title block <input type="checkbox"/> 1 Electronic file of 60% Plans in PDF format <input type="checkbox"/> Project Scope and Details Form (if not previously submitted) <input type="checkbox"/> 60% Complete Street Improvement Checklist <input type="checkbox"/> Base Map and Survey Checklist (if "Base Map Complete" condition in Hansen has not been satisfied) (See CAM 2212) <input type="checkbox"/> Site Photos (if not previously submitted)
	<b>Optional Material Submittals:</b> <input type="checkbox"/> 1 CADD file of 60% plans.
	<b>Other Materials Submitted</b> <input type="checkbox"/> _____ <input type="checkbox"/> _____
Formal Review Submittal	
<input type="checkbox"/> 90%  Check all boxes that identify materials being submitted at this time	<b>Required Material Submittals:</b> <input type="checkbox"/> 2 Paper Copies of 90% Plans on SIP title block <input type="checkbox"/> 1 Electronic file of 90% Plans in PDF format <input type="checkbox"/> Project Scope and Details Form (if not previously submitted) <input type="checkbox"/> 90% Complete Street Improvement Plan Checklist <input type="checkbox"/> Base Map and Survey Checklist (if "Base Map Complete" condition in Hansen has not been satisfied) See CAM 2212 <input type="checkbox"/> Site Photos (if not previously submitted)
	<b>Optional Material Submittals:</b> <input type="checkbox"/> 1 CADD file of 90% plans.
	<b>Other Materials Submitted</b> <input type="checkbox"/> _____ <input type="checkbox"/> _____
<input type="checkbox"/> 90% Resubmittal  Check all boxes that identify materials being submitted at this time	<b>Required Material Submittals</b> <input type="checkbox"/> 2 Paper Copies of 90% Plans on SIP title block <input type="checkbox"/> 1 Electronic file of 90% Plans in PDF format <input type="checkbox"/> Checklist(s) with responses and/or response to comments
	<b>Optional Material Submittals:</b> <input type="checkbox"/> 1 CADD file of 90% plans.
	<b>Other Materials Submitted</b> <input type="checkbox"/> _____ <input type="checkbox"/> _____
<input type="checkbox"/> 100% Mylars	<input type="checkbox"/> 1 Set of Mylars with a wet signature