



TO BE COMPLETED BY SDOT STAFF ONLY:	
Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
Meets all required checklist items	
Plans accepted for formal circulation	
Date: _____	
Screener Initials: _____	

SDOT Permit Number: _____ DPD Project Number: _____ Date: _____

Project/Site Address: _____

Applicant Name: _____

THIS CHECKLIST IS PROVIDED TO ASSIST THE APPLICANT IN PREPARING A COMPLETE APPLICATION. COMPLETE APPLICATIONS CAN BE PROCESSED AND REVIEWED MORE EFFICIENTLY. PLEASE READ AND SIGN THE STATEMENT BELOW.

I verify that I am submitting all of the required items indicated on this checklist as required for this project and consistent with related documents (such as the Preliminary Permit Application Requirements Report or MUP). I acknowledge that failure to submit all of these requirements may result in my application not being accepted.

Applicant Signature: _____ Date: _____

All checklist items marked with an “X” in the **Required** column are mandatory. Items without an “X” are required if applicable to the project. During screening, an SDOT Plan Review Analyst will confirm that all required items have been **Provided**.

DESIGN GUIDANCE:	
Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
Completed	
Completed Date: _____	
Name of SDOT staff member: _____	

DRAFTING STANDARDS FOR PLAN SHEETS: (see CAM 2201 for details on these standards)			
Req	Prov		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Street Improvement title block sheet	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Title block	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing improvements screened	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Survey datum	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scale horizontal	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scale vertical	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Compass orientation	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vicinity map on cover sheet	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lettering minimum size 1/8 inch	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lettering guide	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standard symbols	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standard shading	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Typical cross section of improvements	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cross sections	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Profile of existing grade	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Profile of proposed grade	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Slope line on plan view	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Catch line on plan view	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Profile of existing utilities	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Profile of new utilities (if applicable)	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standard notes on cover sheet	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Table of contents on cover sheet	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sewer & drainage notes on cover sheet (if applicable)	<input type="checkbox"/> <input type="checkbox"/>

PLAN AND PROFILE SHEET:

Req	Prov	N/A		Req	Prov	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan view for items in this section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building floor elevations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Profile view for items in this section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street tree size (if applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed improvements including new utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street tree species (if applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of proposed improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driveway slope (if applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Station and offset of proposed improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type of new pipe installations (if applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing topographical information including utilities (e.g., water mains, storm lines, hydrants, power poles, sewer and drainage lines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slope of new pipe installations (if applicable)
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Size of new pipe installations (if applicable)

PAVEMENT SECTIONS:

Req	Prov	N/A		Req	Prov	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimension of paving materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Curb type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conduit placement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalk dimension
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thickness of paving materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street tree placement (if applicable)

DETAIL SHEETS:

Req	Prov	N/A		Req	Prov	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retaining wall plan view	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater drainage details
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retaining wall elevation view	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-standard items
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retaining wall details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross section every 20' – 25'

ADDITIONAL SUBMITTALS:

Req	Prov	N/A		Req	Prov	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roadway cross sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage calculations (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical report (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural calculations (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SEPA checklist (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting design (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TESC plan (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetlands review (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic study (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey / topo map (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water main flow rate calculations (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dedication paperwork sent to DPD (if applicable)

NUMBER OF PLANS REQUIRED:

Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 sets

Comments:
