

# SUBMITTAL CHECKLIST

(County Drain)

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

	Date Received	Date Accepted
<b>Required for Site Plan Approval</b>		
1. Completed Site Plan Review Application form.	_____	_____
2. Preliminary Plat; or Construction drawings, including calculation package – one (1) print, 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 Drain 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).	_____	_____

# SUBMITTAL CHECKLIST

(County Drain)

	<u>Date Received</u>	<u>Date Accepted</u>
<b>Upon Completion of Construction</b>		
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 Drain 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") - one (1) print, one electronic (1) PDF file, and one (1) electronic DXF file.	_____	_____
17. Final Plat submitted for review.	_____	_____
<b>Prior to Final Plat Approval or Release of Surety</b>		
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. Drain Commissioner signs Final Plat (within 10 days).	_____	_____
27. Drain Commissioner accepts Construction Record Drawings (within 30 days).	_____	_____
28. Drain Commissioner returns remaining surety and review deposit (if any).	_____	_____