

SUBDIVISION PLAN SUBMITTAL

1. Subdivision Plans Received in Public Works for Approval.
2. Subdivision Plans logged in and assigned to a Design Engineer.
3. Plan Review within 10 working days.
4. If comments on Plans, comments are forwarded to Engineer and Developer, revised plans submitted from Engineer, then back to step 2.
5. No comments on plans go to step 6.
6. Erosion Control Deposit and Agreement, and a BMP Maintenance Agreement (if required) must be submitted prior to proceeding to the Signature Process.
7. Signature Process
Plans are signed by:
 - a: Design Engineer
 - b: Chief Design Engineer
 - c: Environmental Engineer
 - d: Director of Public Works
8. If PreConstruction (Pre-Con) Meeting is required with Environmental Inspector go to step 9-12.
9. Plans forwarded to Planning Office for signatures.
10. Plans returned to Public Works to be sent to Environmental Inspectors for Pre-Con.
11. Pre-Con meeting held with Developer, Contractor and Environmental Inspector. The final signature is applied to the plans.
12. Plans are given to Contractor to start construction.
13. In no pre-con is required go to step 14-15.
14. Plans are forwarded to the Planning Office for signatures.
15. Planning Office distributes signed plans to Engineer/Developer.