



PLAN ACCEPTANCE CHECKLIST

Minimum Information Requirements

1. FORMAT AND SUBMISSION REQUIREMENTS

___ Submit site plans, all other associated documentation and Site Plan Review Application via email to gunterj@jccal.org . The site plans and associated documentation need to be submitted in a PDF format. Any submittal over 15mb in size will need to be submitted as a Dropbox link to gunterj@jccal.org .

2. SOURCES, CERTIFICATIONS AND CONTACT INFORMATION

___ Name, address, email address and phone number of owners, developer, and engineer;

___ Site plan sealed by a qualified, registered professional engineer;

___ Boundary survey and description by a registered professional land surveyor;

___ Flood panel (FIRM) map number referenced for the project property;

___ Adverse Effects Letter (i.e., a report from the engineer concerning the effects and requirements of the project's development due to drainage).

3. MAP INFORMATION

___ Project title;

___ Vicinity map;

___ Standard engineering scale;

___ North arrow;

___ Legal tie to property, including ¼-section tie, section, township and range;

___ Location and width of existing easements, including Book and Page Number(s) of the recorded deed(s) and/or record map(s), and any proposed easements;

___ Right-of-way widths of existing and proposed streets and alleys, each labeled as to whether public or private, and the Book and Page Number(s) of the recorded deed(s) and/or record map(s).

___ Identification of the specific use to which the property and any/all buildings will be put;

___ Show all existing and proposed buildings, structures (including walls, decks, islands, light stands, pads, signs, etc.) and parking areas/spaces (for non-single family uses), and their respective relationship to all property lines and one another.

___ Show the location and detail of all new signs.