

SUBMITTAL CHECKLIST

(County Drain)

Development Name: _____

Date: _____

Location: _____

Reviewed By: _____

Date
Received

Date
Accepted

Required for Site Plan Approval

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).

| Date Received | Date Accepted |
|---------------|---------------|
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SUBMITTAL CHECKLIST

(County Drain)

| | <u>Date Received</u> | <u>Date Accepted</u> |
|--|--------------------------|--------------------------|
| Upon Completion of Construction | | |
| 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. | _____ | _____ |
| Prior to Final Plat Approval or Release of Surety | | |
| 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). | _____ | _____ |