



Figure 3
AHBA – Developer Projects
Design Review Committee Submittal Requirements
Non-I.I.A. Work Orders

Revised May 2018

Plans submitted for DRC review are required to have the items listed below to be considered a complete submittal. Plans submitted without all the required items will be returned and will not be scheduled until the package is complete. Plans submitted by **Wednesday, 12:00 Noon** will be assigned a DRC meeting time for the following week as space permits.

Plans submitted shall be prepared in accordance with the City's Development Process Manual.

FIRST SUBMITTAL:

Paper Documents:

- a. Letter of transmittal: Include Project Name, City Project Number, and Applicant's contact information.
- b. Four copies of complete plan set†

Digital Documents (CD preferred):

- c. Electronic copy of the plan set (.pdf format).
- d. Figure 4 – Completed DRC Application
- e. Figure 5- Completed Design Deposit Fee Calculation Sheet along with Check – **Sheet should be completed and reviewed by DRC staff prior to processing with Treasury to ensure that the proper accounts are listed.**
- f. Water and sewer availability letter. *
- g. Fire Marshall Approval of Fire Hydrant location. *

SUBSEQUENT SUBMITTAL (when needed):

Paper Documents:

- a. Letter of transmittal – similar to above.
- b. All markups supplied at previous DRC meeting.
- c. Copies of revised plan sets, quantity as directed at previous DRC meeting.

Digital Documents (CD preferred):

- d. Electronic copy of plan set (reflecting revisions -- .pdf format)
- e. Figure 7 – Complete the front page, supply detailed engineer's estimate, and sign form.
- f. Reproducible plan sheets are required at time of submittal for all **Signature** sessions and **Route for Signature** submittals. Either bond paper or mylar originals are acceptable.

† A plan set shall be stamped by a professional engineer. It shall include all necessary construction notes for new infrastructure, applicable general notes, and the standard title blocks that are typically required for a full work order. The DRC Chairperson, City Engineer, and applicable DRC members will sign the front cover sheet.

*When applicable