



# Self-Certification Program

## Civil Plan Checklist

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In addition to the items listed on the Civil Improvement Plan Review Submittal Application - *Submittal Package Checklist*, this checklist specifies the required documents that must be provided and milestones that must be achieved to acquire the Self-Certification Program's onsite grading permit. This **completed checklist** must be provided with the civil improvement plan *Pre-Submittal Review* and plan submittal.

The following items must be included/completed for the *Pre-Submittal Review (PSR)*:

- |   |  |
|---|--|
| <input type="checkbox"/> Zoning Compliance or Entitlements, if needed   | <input type="checkbox"/> Drainage Study 1 <sup>st</sup> review comments addressed                |
| <input type="checkbox"/> (If applicable) Cross Access Agreement / Covenants, Conditions, Restrictions & Easements | <input type="checkbox"/> Traffic Study 1 <sup>st</sup> review comments addressed                 |
| <input type="checkbox"/> Appropriate Mapping (If needed)  | <input type="checkbox"/> Soils Report 1st review comments addressed                              |
| <input type="checkbox"/> Owner/Developer Certification Agreement  | <input type="checkbox"/> WNA preliminary comments addressed                                      |
| <input type="checkbox"/> Engineer of Record Statement   | <input type="checkbox"/> Land Disturbance Mitigation Form  |
| <input type="checkbox"/> Public Works Acceptance Form   | <input type="checkbox"/> Indemnification / Hold Harmless Letter                                  |
|   | <input type="checkbox"/> Copy of Professional Liability Insurance Certificate (Engineering Firm) |

In addition to the items listed above, the following items must be included/completed when submitting the plans for Self Certified Expedited Review:

- |   |   |
|---|---|
| <input type="checkbox"/> Drainage Study Approval Letter       | <input type="checkbox"/> Traffic Study Approval Letter  |
| <input type="checkbox"/> Completed Grading Permit Application | <input type="checkbox"/> (2) Wet Stamped Geotech Approval Letters   |
| <input type="checkbox"/> Surety/Bond and Agreement            | <input type="checkbox"/> (If applicable) Notarized Permission to grade letters for grading on adjacent properties |
| <input type="checkbox"/> All PSR comments addressed           |   |

**I CERTIFY THAT I HAVE RECEIVED THE NECESSARY APPROVALS LISTED ABOVE AND THAT I HAVE INCLUDED ALL OF THE REQUIRED DOCUMENTS NEEDED TO SUBMIT PLANS THROUGH THE SELF-CERTIFICATION PROGRAM.**

Professional of Record's Name & Organization (Please print): \_\_\_\_\_

\_\_\_\_\_

Professional of Record's Signature: \_\_\_\_\_ Date: \_\_\_\_\_