

### 1.3.4.3 DRT Submittal Requirements

All applications to the DRT are required to contain the following items:

#### **Site Plan Projects - Initial Submittal:**

##### *ALWAYS REQUIRED*

- DRT Application for Site Plan developments
- Four (4) sets of civil engineering construction plans
- One (1) full-size copy of the site plan
- One (1) PDF of the overall site plan
- Two (2) copies of the completed, stamped Engineering Checklist
- One (1) copy of the Site Plan Sufficiency Checklist
- One (1) copy of the deed(s)
- One (1) copy of the Authorization to Act as Applicant Form

##### *REQUIRED WHEN APPLICABLE*

- One (1) stamped hard-copy and one (1) PDF of the Drainage Report (include Drainage Report Checklist)
- One (1) copy of relevant permits (ADEM, USACE, ALDOT, etc.)
- Three (3) hard-copies, and one (1) PDF of the traffic impact study
- One (1) copy of the Pump Station Design Worksheet
- Two (2) copies of Fire Flow Calculations
- Submit electronically: Development Water and Sewer Service Application
- Submit electronically: Backflow Protection Information Form
- Submit electronically: Grease Trap Sizing Calculation Data Sheet

#### **Site Plan Projects - Final Submittal (after approval):**

- Five (5) full sets of stamped civil engineering plans
- Three (3) separate, full-size copies of the site plan
- One (1) - 11x17 reduction copy of the site plan
- One (1) copy of signed offsite easements
- One (1) copy of the recorded Stormwater Storage Facility Operation and Maintenance Agreement (submitted prior to issuance of the Certificate of Occupancy)
- One (1) - CD or DVD containing PDF files of the following:
  - Engineering plans
  - Use a separate file for each sheet
  - Name each file according to the sheet name

- Use a minimum resolution of 300 dpi
- Final Traffic Impact
- Final Drainage Report
- Any other items that were revised from the initial submittal

**Subdivision Projects - Initial Submittal:**

*ALWAYS REQUIRED*

- DRT Application for Subdivision Developments
- Four (4) sets of civil engineering construction plans
- One (1) PDF of the overall street layout plan
- Two (2) copies of the completed, stamped Engineering Checklist
- One (1) copy of the deed(s)
- One (1) copy of the Authorization to Act as Applicant Form

*REQUIRED WHEN APPLICABLE*

- One (1) stamped hard-copy, and one (1) PDF of the Drainage Report (include Drainage Report Checklist)
- One (1) copy of relevant permits (ADEM, USACE, ALDOT, etc.)
- Three (3) hard-copies, and one (1) PDF of the traffic impact study
- One (1) copy of the Pump Station Design Worksheet
- Two (2) copies of Fire Flow Calculations
- Submit electronically: Development Water and Sewer Service Application
- Submit electronically: Backflow Protection Information Form
- Submit electronically: Grease Trap Sizing Calculation Data Sheet

**Subdivision Projects - Final Submittal (after approval):**

- Five (5) full sets of stamped engineering plans
- One (1) copy of signed offsite easements
- One (1) copy of the recorded Stormwater Storage Facility Operation and Maintenance Agreement (submitted prior to issuance of the first Certificate of Occupancy)
- One (1) - CD or DVD containing PDF files of the following:
- Engineering plans
  - Use a separate file for each sheet
  - Name each file according to the sheet name

- Use a minimum resolution of 300 dpi
- Final Traffic Impact
- Final Drainage Report
- Any other items that were revised from the initial submittal