DOCUMENTS REQUIRED FOR PLAN CHECK

Note: EMWD will perform a completeness check of the documents identified below within the first week of submittal. If the package is found to be incomplete, your submittal will not be accepted. A submittal will NOT be placed in the queue for the next available plan checker until it is found to be complete.

We are providing the following:

- **Yes**  **N/A**  **Blank**

  - An Approved Developer Design Conditions (DDC) Summary Spreadsheet & Exhibits
    - DDC PPI # __________ (Located on the approved DDC Summary Spreadsheet)
      - If approved DDC is expired (older than 6 months), please follow up with DDC Engineer.

  - 2 Sets of Water & Sewer Improvement Plans (Per EMWD Standards and Guidelines)

  - 1 Set of Street Improvement Plans

  - 1 set of Storm Drain Plans (if not included with Street Improvement Plans)

  - 1 Set of Grading Plans

  - 1 Set of the approved Tentative Tract Map

  - 1 Set of the Parcel or Tract Map

  - 1 Set of the current Conditions of Approval including documentation indicating extensions (if any), and Fire Flow Requirements
    - If the Conditions of Approval are not available, provide one set of Fire Flow Conditions From the governing Fire Prevention Agency.

  - A Plan Check Deposit: Attached Amount $ ________________
    - Refer to Work Order Deposit Work Sheet (Form: NBD-053) for plan check deposit amount.

  - A Community Facilities District (CFD) Letter (Form: NBD-008)

  - A Work Order Request Form: NBD-050

Current guidelines for preparation of sewer and water plans and standard drawings are available on our website at www.emwd.org.

________________________________________
Signature of Registered Civil Engineer

______________________________
Print name:

______________________________
Phone:

______________________________
Company Name

______________________________
Address

______________________________
City, State, Zip Code

______________________________
Email

Professional Engineer Stamp