



PROJECT PRE-CONSTRUCTION INFORMATION SHEET

PRE-CONS ARE HELD ON THURSDAYS, UNLESS OTHERWISE APPROVED. THESE MEETINGS REQUIRE A MINIMUM OF ONE WEEKS NOTICE FROM THE ENGINEER OF RECORD. ALL ITEMS MUST BE RECEIVED TO SCHEDULE
ONLY PRE-CON REQUIRES ENGINEERING DEPARTMENT APPROVAL

PROJECT NAME: _____ PROJECT #: _____

ENG. FIRM: _____ ENG. OF REC.: _____

ENG PHONE: _____ ENG EMAIL: _____

GRADING PRE-CON INFORMATION:

NEED REC'D

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | PDF OF GRADING AND EROSION CONTROL PLANS |
| <input type="checkbox"/> | <input type="checkbox"/> | DRAINAGE REPORT |
| <input type="checkbox"/> | <input type="checkbox"/> | SWPPP |
| <input type="checkbox"/> | <input type="checkbox"/> | GRADING PERMIT READY |
| <input type="checkbox"/> | <input type="checkbox"/> | ENGINEER ESTIMATE PROVIDED |
| <input type="checkbox"/> | <input type="checkbox"/> | PERFORMANCE GUARANTEE PROVIDED |
| <input type="checkbox"/> | <input type="checkbox"/> | AHTD APPROVAL RECEIVED AND REVIEWED |

NEED REC'D

- | | | |
|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | NO RISE CERTIFICATE |
| <input type="checkbox"/> | <input type="checkbox"/> | USCOE APPROVAL |
| <input type="checkbox"/> | <input type="checkbox"/> | FLOODPLAIN DEVELOPMENT PERMIT |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | |

FULL PRE-CON INFORMATION:

NEED REC'D

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | WATER AND SEWER ADH APPROVAL |
| <input type="checkbox"/> | <input type="checkbox"/> | FIRELINE ADH APPROVAL |
| <input type="checkbox"/> | <input type="checkbox"/> | NOTICE OF COVERAGE |
| <input type="checkbox"/> | <input type="checkbox"/> | SWPPP |
| <input type="checkbox"/> | <input type="checkbox"/> | DRAINAGE REPORT |
| <input type="checkbox"/> | <input type="checkbox"/> | PDF OF FINAL CONSTRUCTION PLANS |
| <input type="checkbox"/> | <input type="checkbox"/> | ELECTRIC PLANS INCORPORATED INTO PLAN SET |
| <input type="checkbox"/> | <input type="checkbox"/> | STREET LIGHT FEES PAID |
| <input type="checkbox"/> | <input type="checkbox"/> | OFFSITE EASEMENTS FILED |

NEED REC'D

- | | | |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | ENGINEER ESTIMATE PROVIDED |
| <input type="checkbox"/> | <input type="checkbox"/> | PERFORMANCE GUARANTEE PROVIDED |
| <input type="checkbox"/> | <input type="checkbox"/> | AHTD APPROVAL RECEIVED AND REVIEWED |
| <input type="checkbox"/> | <input type="checkbox"/> | NO RISE CERTIFICATE |
| <input type="checkbox"/> | <input type="checkbox"/> | USCOE APPROVAL |
| <input type="checkbox"/> | <input type="checkbox"/> | PRELIM. APPROVAL OF ARCH/BLDG PLANS |
| <input type="checkbox"/> | <input type="checkbox"/> | FLOODPLAIN DEVELOPMENT PERMIT |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | |

ADMINISTRATIVE NOTES:

**Documents required may change as needed during Plan Review Process.*

Engineer of Record: _____ Date: _____