

## Guidelines for Good Quality Submittals

There are several things you can do to help expedite your Engineering Division review. Please note the following suggestions and general guidelines to assist you with the Engineering review process:

1. Make sure you have not submitted a Preliminary Drainage Report when a Final Drainage Report is required.
2. Ensure your Final Drainage Report submittals follow the required outline found in the Site Drainage Requirements, and is submitted with a seal and signature from the P.E.
3. Include one hard copy and one PDF file of all civil and plat documents with each submittal. The Department of Public Works performs ALL reviews electronically, so without the PDF the submittal cannot be reviewed.
4. Be sure that sidewalk ramps and any other items constructed within the public ROW are in compliance with current ADA requirements.
5. For sites where the area of disturbance is anticipated to be 1-acre or more, be certain a Stormwater Management Plan (SWMP) has been included with the civil construction plans submittal. A lot of projects end up being delayed because the SWMP was not submitted until after the civil plans have been approved.
6. For all sites requiring a SWMP, include a copy of the *CDPS Stormwater Discharge Permit for Construction Sites* with the Grading/Fill Permit. No Grading or Building Permits can be issued until a copy of this Permit has been received. The CDPS Permit is obtained from the Colorado Department of Health at [Stormwater Permitting](#)
7. If your project has a detention or water quality pond or infiltration basin, a Stormwater Maintenance Agreement accompanied by a completed Operations & Maintenance Manual shall be required. This information can be found under the FAQ's section on the right-hand side of the PW Development Review webpage.
8. For subdivision plat submittals, be sure to include two electronic files, one file of the **Final Plat in the current AutoCAD DWG format** as specified by the Engineering Division, and **one file in PDF format** with each submittal. Also be sure the plat includes all items found on the *Final Plat Review* checklist.
9. Be sure each plat submittal includes a completed *Geodetic Surveying Requirements* checklist and a Closure Report, these are both required by City Code.
10. Please include Proof of Ownership or Title Commitment for all parcel(s) to be developed or platted. Applications cannot be approved without this information.
11. Be sure to read the document titled "Things you can do to Help Minimize Your Review Time".