

Date: \_\_\_\_\_

Project: \_\_\_\_\_

## Development Review Checklist

### **Has TIA been reviewed AND accepted/approved???**

- No – cannot review plans until TIA is accepted
- Yes – proceed with review

### Application Plan Submittal Requirements

This plan sheet must be submitted with the plans. Any application submitted without this checklist will not be considered complete

Please ensure the plans contain the following:

- A. Correct paper size 22" x 34" (ANSI D)
- B. The Cover sheet shall contain the following:
  - Title of the project;
  - Quarter section, Section - Township – Range;
  - Name, address, and phone number of the owner/developer;
  - Name, address, and phone number and stamp of the Civil Engineer preparing the plans (Consultant);
  - A minimum clear area of 2.5"Hx3.5"L for final acceptance stamp for City final approval of the plans;
  - outside utilities acknowledgment;
  - Vicinity map showing the project site location clearly showing the project site location, surrounding area, and roads;
  - Survey benchmark used for the project (NAD 83, NAVD 88);
  - An overall site plan with contours;
  - Sheet Index;
  - Legend;
  - The utility locate call # 811.
- C. Each sheet shall contain the following:
  - Project title and City project number, work order number, or LID number, if appropriate;
  - Sheet title;
  - Page (of page) numbering;
  - Revision block;
  - Signed stamp by a Civil Engineer currently licensed by the State of Washington or an electronic version that is locked with Civil Engineers digital signature that can be validated per Memo;

- A minimum clear area of 2.5”Hx3.5”L for final acceptance stamp for City final approval of the plans
- North arrow
- Drawn to an appropriate engineer’s scale
- Match lines at breaks between sheets
- Plans shall be in black and white only (existing features to be lighter/thinner, new proposed features darker/bolder)

D. Other Items

- Existing features and topography within the project construction limits must be shown on the plans.
- All existing and proposed underground utilities and pipes shall be shown in the profile and include the size and material.
- All street, water, sewer, and storm drainage work shall be drawn on standard plan and/or profile sheets
- Plan sheets shall indicate all existing and proposed property lines, right-of-way lines, and easements.
- Plan sheets shall show all horizontal survey control as required to properly locate and tie the improvements in horizontal location.
- An erosion/sedimentation control plan sheet shall be included in the plan set.
- Stormwater Report

*A complete list of required items can be found in the current City of Pasco Design and Construction Standards and Specifications, which can be found here:*

*<https://www.pasco-wa.gov/409/City-Standards-Specifications>*

*If there are any questions or comments that would improve this list, please email [DevelopmentReview@pasco-wa.gov](mailto:DevelopmentReview@pasco-wa.gov).*