

CITY OF CEDAR RAPIDS, IOWA – PUBLIC WORKS DEPARTMENT PLAN SUBMITTAL CHECK LIST FOR PUBLIC IMPROVEMENT PLANS

Project Name: _____ **City Project No. (if assigned):** _____

Submitted By: _____ Firm: _____

Date: _____

- | | |
|---|---|
| <p>_____ Two Sets of Drawings (initial submittal)</p> <p>_____ Eight Sets of Drawings (approval submittal)</p> <p>_____ A Separate Sheet labeled "Address Sheet" depicting the overall lot layout (for Code Enforcement Department to assign addresses)</p> <p>_____ Preliminary Plat and Approval Resolution</p> <p>_____ Site Development Plan and Approval Resolution</p> <p>_____ Rezoning Ordinance</p> <p>_____ Conditional Use approval</p> <p>_____ Letter justifying any variations from Cedar Rapids Engineering Design Standards (Design Exception Request)</p> <p>_____ Storm Sewer Payor Registration and Notification (Required for storm sewer reimbursement)</p> <p>_____ Drainage Report</p> <p>_____ Certified by Iowa P.E.</p> <p>_____ Site and Downstream Descriptions</p> <p>_____ Hydrologic, detention and hydraulic calculations</p> <p>_____ Soils Report</p> <p>_____ Off-site work shown</p> <p>_____ Sheet format in accordance Chapter I, Cedar Rapids Engineering Design Standards Manual</p> <p>_____ Standard Cover Sheet (per City form)</p> <p>_____ Project name</p> <p>_____ Legible and complete location map</p> <p>_____ Benchmarks and source of datum</p> <p>_____ Certification with original signature</p> <p>_____ List of applicable Metro Standard Details</p> <p>_____ Quantity Table summarizing the lengths, sizes and types of street pavement, storm sewer, sanitary sewer and water main.</p> <p>_____ Graphic Sheet Index (if required)</p> <p>_____ Overall Utility Plan</p> <p>_____ Water main, services and fire hydrants</p> <p>_____ Sanitary sewer and services</p> <p>_____ Storm sewer</p> <p>_____ Lot No's. (per final plat)</p> <p>_____ Addresses</p> <p>_____ Easements (existing & proposed)</p> | <p>_____ Overall Grading Plan</p> <p>_____ Lot grading shown</p> <p>_____ Erosion and sediment control shown</p> <p>_____ Existing and finished ground contours shown to a minimum of 100' off-site</p> <p>_____ Street and Storm Sewer Plan and Profile sheets</p> <p>_____ All public an private utility conflicts shown</p> <p>_____ Pipe and intake locations and types meet design standards</p> <p>_____ Geometrics, typical sections, and K-values meet design standards</p> <p>_____ ADA compliant sidewalks, ramps, and related facilities</p> <p>_____ Utility (water/sanitary sewer) Plan and Profile Sheets</p> <p>_____ All public an private utility conflicts shown</p> <p>_____ Pipe and manhole types, locations, and slopes meet design standards</p> <p>_____ Detail sheets</p> <p>_____ Typical section(s) shown</p> <p>_____ Special details shown</p> <p>_____ Sanitary Sewer Extension Permit Application</p> <p>_____ Ultimate service area calculations through extension</p> <p>_____ A map depicting the overall ultimate service area</p> <p>_____ Application checklist</p> <p>_____ Water Distribution Construction Permit Application</p> <p>_____ Record Plans for adjoining improvements</p> <p>_____ Previous design approvals affecting this review (e.g. drainage report, improvements design)</p> <p>_____ Necessary Easement Agreements</p> <p>_____ Digital File of overall public improvements drawings (Approval Submittal Only)</p> <p>_____ Copy of SWPPP for review</p> |
|---|---|

CERTIFICATION BY PROFESSIONAL OF RECORD – I certify I have reviewed the information included in this checklist and the information is in accordance with requirements set forth in City of Cedar Rapids Ordinances and Standards.

By: _____ Date: _____