

CBWCD DOCUMENT SUBMITTAL REQUIREMENTS

PLEASE SEND ALL PACKAGES SEPARATELY TO THE DISTRICT AND TO THE DISTRICT ENGINEER (DE)

	INITIAL		RE-SUBMITTALS ⁺		FINAL ^{**}	
	CBWCD	DE	CBWCD	DE	CBWCD [*]	DE
PLAT SUBMITTALS						
	Number of sets to District and District Engineer					
Transmittal Page	1	2	1	2	1	2
Application	1	2	1	2	1	2
Plat Request Letter Signed by Owner	1	2	1	2	-	-
S/S Boundary & Topographic Survey	1	2	1	2	-	-
Recorded ORB docs (paper copies & PDF)	1	2	1	2	-	-
Other pertinent documents	1	2	1	2	-	-
Legal Description	-	1	-	1	-	-
CD w/ CADD (AutoDesk®) and PDF files of Survey & Draft Plat	-	1	-	1	-	1
Draft Plat ^{***}	1	2	1	2	8 – 11X17 1 – Full Size	2 Full Size
PAVING & DRAINAGE SUBMITTALS						
Transmittal Page	1	2	1	2	1	2
Application	1	2	-	-	-	-
Application Fee	1	-	-	-	-	-
CBWCD Criteria Manual Exhibit C Checklist completed	1	2	-	-	-	-
Legal Description	-	1	-	1	-	-
S/S Boundary & Topographic Survey	1	2	1	2	-	-
S/S Engineering Report	1	2	1	2	-	-
Recorded ORB docs (paper copies & PDF)	1	2	1	2	-	-
Other pertinent documents	1	2	1	2	-	-
CD w/ CADD (AutoDesk®) and PDF files of Engineering Report, Survey, Civil & Landscape Drawings	-	1	-	1	-	1
S/S Civil Engineering Drawings *** (final sets to CBWCD do not have to be S/S)	1	2	1	2	8 – 11X17 1 – Full Size	2 Full Size
S/S Landscape Architecture Drawings *** (final sets to CBWCD do not have to be S/S)	1	2	1	2	8 – 11X17 1 – Full Size	2 Full Size
AS-BUILT / RECORD DRAWING SUBMITTALS						
Transmittal Page	1	2	1	2	1	2
Copy of Water Management Works Permit	1	2	1	2	-	-
Executed Easement Form(s) <i>[must use District's form(s)]</i>	1	2	1	2	-	-
Esmt. Exhibit "A" Legal Description (8 1/2" x 11")	-	1	-	1	-	-
Esmt. Exhibit "B" S/S Sketch & Descriptions (8 1/2" X 11")	1	2	1	2	-	-
S/S Stormwater Certification Report ("5-Yr Recert") for exist. systems	1	2	1	2	-	-
Other pertinent documents	1	2	1	2	-	-
Recorded Easement(s) (PDF and hard copy)	-	-	-	-	1	1
CD w/ CADD (AutoDesk®) & PDF files of As-built/Record Dwgs	-	1	-	1	-	1
S/S As-built / Record Drawings*** (final sets to CBWCD do not have to be S/S)	1	2	1	2	8 – 11X17 1 – Full Size	2 Full Size

S/S = signed/sealed/dated by surveyor /civil engineer /landscape architect of record

⁺ Digital and paper versions of initial and final submittals of all survey, engineering and landscape architecture documents must signed/dated/sealed by the appropriate licensed professional. Interim PDF & paper copies of all documents, except for easement sketches with accompanying legal descriptions, do not have to be digitally/electronically signed/dated/sealed.

^{*} Only re-submit [all pages] if any portion of the document was updated or modified.

^{**} Please do not submit final documents to the District until the application is deemed complete by the DE.

^{***} Ensure that fonts for all text are large enough to be legible when sheets are reduced to 11"X17" or half size.