



# Tolleson Development Services

## Tolleson Civil Construction Document Submittal Checklist

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

Developer: \_\_\_\_\_

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

**Applic**    **TOL**

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\_\_\_\_\_  
\_\_\_\_\_

Application:

- o Fully completed
- o Information is correct & accurate
- o Signed by appropriate parties

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\_\_\_\_\_  
\_\_\_\_\_

Fees (NO review to start until ALL fees have been received.)

- o Engineer’s Cost Estimate, sealed & signed by licensed civil engineer, of all onsite and offsite improvements noted below.
- o Fee calculations are complete AND correct
- o Fee has been received.

\_\_\_\_\_  
\_\_\_\_\_

PROP 207 Waiver (MUST be submitted for ANY Zoning action.)

- o Prepared completely and accurately
- o Signed & "notarized/attested" by property owner

\_\_\_\_\_  
\_\_\_\_\_

Owner's Letter of Authorization

- o Included
- o Signed/dated

Construction Documents & Supporting Document Requirements

*o On-site (Private) Improvements –*

- Provide plans for required “onsite” improvements, including but not necessarily limited to:
  - Paving and other hardscape; grading, drainage, & retention; water & sewer for building service; fire protection systems; SWPP; horizontal control data, including onsite light pole locations (attach architectural site plan if necessary).
  - Details for, or attach sheets from architect for, walls & fences that are part of the site grading &/or screening.
  - Landscape & Irrigation Plans for onsite & adjacent rights-of-way.
- Provide Supporting Documents – Required (FINAL Reports must address comments noted in site plan or preliminary plat reviews.)
  - FINAL Drainage Report
  - FINAL Utility Report
  - FINAL Geotechnical Report

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*o Off-site (Public) Improvements –*

- Provide plans for required “offsite” improvements, including but not necessarily limited to:
  - paving for the widening &/or extension of public or private roads/drives for access to/from site; drainage improvements for drainage onto/from/adjoining site; extensions of public/private water & sewer to/from site; street lighting; streetscape.
- Provide Supporting Documents – Required (FINAL Reports must address comments noted in site plan or preliminary plat reviews.)
  - FINAL Drainage Report
  - FINAL Utility Report
  - FINAL Geotechnical Report
  - Traffic Impact Analysis when required

*o ADEQ & ADWR Forms*

- o ADEQ ATC (if required)*
- o ADWR NOI*
- o Prepared completely and accurately*
- o Signed & by consultant/owner*

*o Existing Condition plan sheet(s)*

*o Engineer's Cost Estimate - (based on fair market bid costs)*

- Include ALL onsite and offsite improvements noted above
- Unit costs to reflect fair market values. City reserves the right to require updated estimates if the unit costs are determined to be unrealistic.

*o Map of Dedication &/or appropriate easement documents as needed to dedicate easements or rights of way.*

In general plan sets should be organized by the primary improvements being presented, ie: On-site Civil, On-site Landscape/Irrigation, Off-site Paving, Off-site Utilities, Street Lights, Off-site Streetscape, Building Plans, On-site Lighting, etc.

Each plan set should have its own cover sheet, sheet for details & notes, appropriate plan sheets.

**Document Preparation Standards**

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Plan sheets for any plan sets submitted in support of the application are to be prepared be the following standards:

Plat sheets to be 24"x36" - landscape

Text is to be orientated to be read left-to-right or from bottom-to-top of each sheet.

• The scale of the drawings shall be a standard engineering scale as indicated below:

Plan views to be at a horizontal scale of 1" = 40' or 1" = 50'

Profiles & sections to be at a vertical scale of 1" = 4' or 1" = 5' respectively

Alternate sizes/formats are discouraged and must be approved by the City Engineer prior to submittal.

Submittals using sizes/formats other than those approved will be considered "Administratively Incomplete".

APPROVAL STAMP: Provide, on **EACH SHEET**, a space for the City of Tolleson APPROVED stamp. The block is to be 4.5" x 1.5" and is to placed on the "exact" same location on each sheet. The preferred location is somewhere near the lower right corner of the plan.

Only plans w/ the City's approval stamp will be processed for constructions. Projects without stamped plans will not be issued permits.

Technical Reports (Drainage, utilities, Soils, Structural, etc)

ALL documents are to be prepared/submitted on 8.5"x11" or 11"x17" paper, unless an approved substitute has been approved by the City Engineer.

Scale of any drawings are to be an appropriate scale for the use intended or as required by law (Maximum scale 1" = 100').

Documents are to be orientated as follows, unless approved otherwise by the City Engineer:

§ 8.5"x11" - portrait

§ 11"x17" - landscape

**All design & construction documents noted above MUST be prepared by AND be sealed/signed/dated by the appropriate design professional licensed by the AZBTR.**

**Submittals with plans NOT so prepared shall be considered "Administratively Incomplete".**

**ALL submittals are to be made electronically ONLY. Contact the Development Services Customer Service Team (Development Services@tolleson.az.gov) for access to the City's paperless plan submittal/review system.**

**Fees must be paid by check, money order, or other method approved by the Finance Department. During the Covid-19 crisis the front lobby to the City Hall is closed to the public. There is a drop box located just next to the front door that is checked several times a day. Payments can be dropped off there; be sure to notify the Development Services Customer Services staff when a payment has been dropped off. Delivery of payments by USPS or other commercial delivery service is acceptable.**