



## **SECTION 3:**

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### ***DEVELOPMENT HANDBOOK***

#### **SUBMITTAL SPECIFICATIONS & COPIES FOR PLANS AND PLATS**

- **PRELIMINARY PLAN**
- **CONSTRUCTION PLAN**
- **FINAL PLAT**
- **SITE DEVELOPMENT PLAN**

### SECTION 3: SUBMITTAL SPECIFICATIONS

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Each submittal shall include the number of full size paper copies identified below. In addition, each submittal shall also include an 11"x17" copy and an electronic submission of all documents and plan sets. **Full size preliminary plans and final plats must be folded.**

|  |                        |   |
|--|------------------------|---|
| <b>PRELIMINARY PLAN</b>                              | (FULL SIZE: 22" x 34") |   |
| Application  |                        | 1 |
| Preliminary Plan Sets                                |                        | 6 |
| Support Documents                                    |                        | 2 |
| Revised plans following staff comments (minimum)     |                        | 2 |
| Electronic submission of all documents and plan sets |                        | 1 |

|   |                        |   |
|---|------------------------|---|
| <b>CONSTRUCTION PLAN</b>                                    | (FULL SIZE: 22" x 34") |   |
| Application   |                        | 1 |
| Construction Plan Sets                                      |                        | 3 |
| Revised plans following comments                            |                        | 3 |
| Construction drawings following approval                    |                        | 4 |
| Reduced (11" x 17") construction drawing following approval |                        | 3 |
| Supporting Documents  |                        | 2 |
| As-built record drawings                                    |                        | 1 |
| Reduced (11" x 17") As-built record drawings                |                        | 1 |
| Electronic submission of all documents and plan sets        |                        | 1 |

|  |                        |   |
|--|------------------------|---|
| <b>FINAL PLAT</b>                                    | (FULL SIZE: 18" x 24") |   |
| Application  |                        | 1 |
| Final Plat (Amending, Minor, Correction)             |                        | 6 |
| Revised plat following staff comments (minimum)      |                        | 2 |
| Mylar prior to Planning and Zoning Commission        |                        | 1 |
| Electronic submission of all documents and plan sets |                        | 1 |

\* AutoCAD DWG files shall be provided in either 2000 or 2004 format

|  |                        |   |
|--|------------------------|---|
| <b>SITE DEVELOPMENT PLAN</b>                         | (FULL SIZE: 22" x 34") |   |
| Application  |                        | 1 |
| Site Plan Sets                                       |                        | 4 |
| Revised plans following staff comments (minimum)     |                        | 2 |
| Electronic submission of all documents and plan sets |                        | 1 |
| Revised plans following approval                     |                        | 4 |
| Reduced (11" x 17") plan set following approval      |                        | 2 |