



APPROVAL REQUIREMENTS

For site plan approval:

- ✓ Address all comments in preliminary letters
- ✓ Pay review fee
- ✓ Pay inspection fee
- ✓ Forest conservation approval
- ✓ Fire department approval
- ✓ Record offsite easements including plat and deed
- ✓ Traffic Control Plan approved

For building permits:

- ✓ Record Public Works Agreement (if applicable)
- ✓ Sign Maintenance & Inspection Agreement and provide recording fee
- ✓ Subdivision/resubdivision plat recorded
- ✓ Right-of-way acquisitions recorded
- ✓ Submit surety
- ✓ Submit final prints
- ✓ If applicable – Infrastructure Reimbursement Fees and traffic improvement cost shares

To schedule the Pre-Construction meeting:

- ✓ Shop drawing approval
- ✓ Submit construction schedule

Before any public infrastructure installation:

- ✓ Submit Cut sheets

To get water meter:

- ✓ As-builts if only one meter
- ✓ Water/Sewer application paid
- ✓ Customer data sheet
- ✓ Approval from plumbing inspector
- ✓ Onsite easement plat and deed recorded
- ✓ Approval from inspections
- ✓ As-built recording fee for Stormwater Management
- ✓ 3rd party inspection reports for Stormwater Management
- ✓ Final written acceptance
- ✓ For Final – need approved Stormwater As-Builts and 2-year maintenance surety