



Chandler • Arizona
Where Values Make The Difference

Civil Engineering Minor Land Division

Submittal Form & Requirements

Please attach this checklist to all submittals. All items marked required must be included. Incomplete submittals will be rejected.

Project:	Location:
Engineering firm:	Contact Person:
Contact email:	Contact Phone No.:
Reviewed by:	City Log No.:

Req'd	Sub	Item	First Submittal
<input checked="" type="checkbox"/>	<input type="checkbox"/>	This form and the Engineering firm transmittal sheet	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Five (5) sets of 24" x 36" MLD prints	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Boundary closure calculations	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Two (2) preliminary title report (current within the last 6 months) with Schedule B items	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) CD of plan set, see page 2 for electronic submittal requirements	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) Certificate of Area	
<input type="checkbox"/>	<input type="checkbox"/>	Phase 1 Environmental Site Assessment	
<input type="checkbox"/>	<input type="checkbox"/>	One (1) ALTA survey	
<input type="checkbox"/>	<input type="checkbox"/>	Evidence of Pre-Site Pre# _____	
<input type="checkbox"/>	<input type="checkbox"/>	Evidence of preliminary plat approval PPT# _____	

Req'd	Sub	Item	Resubmittals
<input checked="" type="checkbox"/>	<input type="checkbox"/>	This form and the Engineering firm transmittal sheet	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Five (5) sets of 24" x 36" MLD prints	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All original redlines, comment sheets & checklists from previous reviews	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) CD of plan set, see page 2 for electronic submittal requirements	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) 8 1/2 x 11 transparency for Council approval	
<input type="checkbox"/>	<input type="checkbox"/>	Phase 1 Environmental Site Assessment	
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy of C.C. & R. for review	

Req'd	Sub	Item	Mylar/Approval Submittals
<input checked="" type="checkbox"/>	<input type="checkbox"/>	This form and the Engineering firm transmittal sheet	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Two (2) sets of 24" x 36" 4mil mylars with original signatures	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) set of 24" x 36" black line print with signatures	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All original redlines, comment sheets & checklists from previous reviews	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final AutoCAD.DWG file of MLD (version 2013 preferred)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) Standard Owners Policy title report (current to within 2 weeks) with Schedule B items	
<input type="checkbox"/>	<input type="checkbox"/>	Phase 1 Environmental Site Assessment – current with 180 days	
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy of approved C.C. & R's	

Mailing Address:
P.O. Box 4008, MS 406
Chandler, Arizona 85244-4008

Transportation and Development Department
Civil Engineering Plan Review Section
215 E. Buffalo St., Chandler Arizona 85225

Telephone: (480) 782-3000
www.chandleraz.gov
Form No: UDM-022/Civil
Rev: 5/22/17
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Civil Engineering Final Plat Submittal Form & Requirements

Electronic Submittal; a CD with “to scale” original plans in Acrobat PDF format. Combine multiple PDF sheets into a plan set ensuring all pages are in order and rotated properly for viewing. CD not cases should be labeled.



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