

Civil Plans Application Form

Civil Plans Review Fee

- ☐ Residential: \$3,000 per acre or \$1,000 per lot whichever is greater with a minimum fee of \$3,000.
- ☐ Nonresidential or Multifamily: \$1,500 per acre or \$4,000 per lot, whichever is greater.

Civil Plans Review Fee payment:

- ☐ 50% with Civil Plan Submittal
- ☐ 50% with Third-Party Agreement

General Information

Project Name _____

Corresponding Plat Title _____

Preliminary Plat Approval Date _____ Site Plan Approval Date _____

Project Address _____

Developer Information

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Developer's Signature _____

Civil Engineer Information

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Engineer's Signature _____

Civil Plans Submittal Checklist

- ☐ Completed Civil Plans Application Form
- ☐ Preliminary Plat and/or Site Plan has been approved by the City
- ☐ Digital copy of complete submittal uploaded to the [Self Service Portal](#)
- ☐ One (1) half-size, to-scale, stapled hard civil set sent to the Engineering Department
- ☐ Payment of Civil Plans Fee by invoice after review
- ☐ Complete Civil Plans set in .pdf format including:
 - Title of approved plat on cover page of plans
 - Filed or proposed plat included in plans
 - Site Plan included in plans
 - City standard details included in plans
 - All City comments addressed on plat and in Civil Plans