


ENGINEERING PERMITS-Naming Documents in Accela

3/23/2023

Document Name (Initial Submittal)	Category	Submittal #2 (still in review) # will change with additional submittals	Revision #1 (use once permit is issued) # will change with additional revisions	Final Approved Set*	*DigEplan automatically creates an "approved" set once we run the approval reports.
SUB01 01 Application Form	File	SUB02 01 Application Form	REV01 01 Application		
SUB01 02 Items Not Applicable Letter	File	SUB02 02 Items Not Applicable Letter	REV01 02 Items Not Applicable Letter		
SUB01 03 Digital copy		SUB02 03 Digital copy	REV01 03 Digital copy		
SUB01 04 Conditions of Approval Letter	File	SUB02 04 Conditions of Approval Letter	REV01 04 Conditions of Approval Letter		
SUB01 05 Response Letter	File	SUB02 05 Response Letter	REV01 05 Response Letter		
SUB01 06 Cost Estimate	File	SUB02 06 Cost Estimate	REV01 06 Cost Estimate		
SUB01 07 Supplemental Government Review	File	SUB02 07 Supplemental Govt Review	REV01 07 Supplemental Govt Review		
SUB01 08 Improvement Plans	File	SUB02 08 Improvement Plans	REV01 08 Improvement Plans		
SUB01 09 Dry Utility Plans	File	SUB02 09 Dry Utility Plans	REV01 09 Dry Utility Plans		
SUB01 10 Landscape and Irrigation Plans	File	SUB02 10 Landscape and Irrigation Plans	REV01 10 Landscape and Irrigation Plans		
SUB01 11 Erosion Control and ReVegetation Plan	File	SUB02 11 Erosion Control and ReVege Plan	REV01 11 Erosion Control and ReVege Plan		
SUB01 12 Fire Protection Report	File	SUB02 12 Fire Protection Report	REV01 12 Fire Protection Report		
SUB01 13 Building Plans	File	SUB02 13 Building Plans	REV01 13 Building Plans		
SUB01 14 FEMA MTEZ Form	File	SUB02 14 FEMA MTEZ Form	REV01 14 FEMA MTEZ Form REV 1		
SUB01 15 FEMA MT1 Form	File	SUB02 15 FEMA MT1 Form	REV01 15 FEMA MT1 Form REV 1		
SUB01 16 FEMA MT2 Form	File	SUB02 16 FEMA MT2 Form	REV01 16 FEMA MT2 Form REV 1		
SUB01 17 Floodplain Two Dimensional Model Data	File	SUB02 17 Floodplain Two Dim Model Data	REV01 17 Floodplain Two Dim Model Data		
SUB01 18 Plot Plan	File	SUB02 18 Plot Plan	REV01 18 Plot Plan		
SUB01 19 Geotechnical Report	File	SUB02 19 Geotechnical Report	REV01 19 Geotechnical Report		
SUB01 20 Drainage Report	File	SUB02 20 Drainage Report	REV01 20 Drainage Report		
SUB01 21 Stormwater Pollution Prevention Plan	File	SUB02 21 Stormwater Pollution Prevention Plan	REV01 21 Stormwater Pollution Prevention Plan		
SUB01 22 Surface Area Disturbance Application	File	SUB02 22 Surface Area Disturbance Application	REV01 22 Surface Area Disturbance Application		
SUB01 23 Hydrology and Hydraulic Study	File	SUB02 23 Hydrology and Hydraulic Study	REV01 23 Hydrology and Hydraulic Study		

DOUGLAS COUNTY GENERAL ENGINEERING APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST										
No.	Please name each pdf as shown below; do not use any special characters. (EX 01 Application Form)	FEMA, Conditional Letter of Map Revision (LOMR)	FEMA, Letter of Map Revision (LOMR-F)	FEMA, Conditional Letter of Map Revision for Fill (LOMR-F)	FEMA, Letter of Map Amendment (LOMA)	FEMA, Letter of Map Revision for Fill (LOMR-F)	Floodplain Cumulative Effect Model	Floodplain Development	Site Improvement Permit	Site Improvement Permit, Plan Revision
01	Application Form	X	X	X	X	X	X	X	X	X
02	Items Not Applicable Letter	X	X	X	X	X	X	X	X	X
03	Digital copies required	X	X	X	X	X	X	X	X	X
04	Conditions of Approval Letter	X	X	X	X	X	X	X	X	X
05	Response Letter	X	X	X	X	X	X	X	X	X
06	Cost Estimate							X	X	
07	Supplemental Government Review								X	X
08	Improvement Plans						X	X	X	X
09	Dry Utility Plans							X	X	
10	Landscape and Irrigation Plans							X	X	
11	Erosion Control and ReVegetation Plan							X		
12	Fire Protection Report								X	
13	Building Plans						X	X		
14	FEMA MTEZ Form				X					
15	FEMA MT1 Form			X	X	X				
16	FEMA MT2 Form	X	X							
17	Floodplain Two Dimensional Model Data						X			
18	Plot Plan						X	X		
19	Geotechnical Report								X	X
20	Drainage Report	X	X	X	X	X	X	X	X	X
21	Stormwater Pollution Prevention Plan							X	X	X
22	Surface Area Disturbance Application							X	X	X
23	Hydrology and Hydraulic Study	X	X	X		X	X	X		