ENGINEERING PERMITS (SIP)-Naming Documents in Accela

8/22/2023

Document Name (Initial Submittal)	Category	Description	Submittal #2 (still in review) # will change with additional submittals	Description	Revision #1 (use once permit is issued) # will change with additional revisions	Description	Final Approved Set*	*DigEplan automatically creates an "approved" set once we run the approval reports.
01 Application Form	Application	Submittal 01	01 Application Form	Submittal 02	01 Application	Revision 01		
02 Items Not Applicable Letter	NA letter	Submittal 01	02 Items Not Applicable Letter	Submittal 02	02 Items Not Applicable Letter	Revision 01		
03 Digital copy**		Submittal 01	03 Digital copy	Submittal 02	03 Digital copy	Revision 01		
04 Conditions of Approval Letter	Correspondence	Submittal 01	04 Conditions of Approval Letter	Submittal 02	04 Conditions of Approval Letter	Revision 01		
05 Response Letter	Correspondence	Submittal 01	05 Response Letter	Submittal 02	05 Response Letter	Revision 01		
06 Cost Estimate	Cost Estimate	Submittal 01	06 Cost Estimate	Submittal 02	06 Cost Estimate	Revision 01		
07 Supplemental Government Review	Correspondence	Submittal 01	07 Supplemental Govt Review	Submittal 02	07 Supplemental Govt Review	Revision 01		
08 Improvement Plans	Plans	Submittal 01	08 Improvement Plans	Submittal 02	08 Improvement Plans	Revision 01		
09 Dry Utility Plans	Plans	Submittal 01	09 Dry Utility Plans	Submittal 02	09 Dry Utility Plans	Revision 01		
10 Landscape and Irrigation Plans	Plans	Submittal 01	10 Landscape and Irrigation Plans	Submittal 02	10 Landscape and Irrigation Plans	Revision 01		
11 Erosion Control and ReVegetation Plan	Plans	Submittal 01	11 Erosion Control and ReVege Plan	Submittal 02	11 Erosion Control and ReVege Plan	Revision 01		
12 Fire Protection Report	Report	Submittal 01	12 Fire Protection Report	Submittal 02	12 Fire Protection Report	Revision 01		
19 Geotechnical Report	Geotech Report	Submittal 01	19 Geotechnical Report	Submittal 02	19 Geotechnical Report	Revision 01		
20 Drainage Report	Drainage Report	Submittal 01	20 Drainage Report	Submittal 02	20 Drainage Report	Revision 01		
21 Stormwater Pollution Prevention Plan	File	Submittal 01	21 Stormwater Pollution Prevention Plan	Submittal 02	21 Stormwater Pollution Prevention Plan	Revision 01		
22 Surface Area Disturbance Application	File	Submittal 01	22 Surface Area Disturbance Application	Submittal 02	22 Surface Area Disturbance Application	Revision 01		

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 (CLOMR)	FEMA, Letter of Map Revision (LOMR)	FEMA, Conditional Letter of Map Revision for Fill (CLOMR-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		

**Digital Copy

·Each item required by the submittal checklist must be included in pdf format. The pdf files must be submitted via email or a file sharing service acceptable to the county.

·The pdf files must be flattened and unprotected allowing read/write access by staff.·

·Any Plans must be bookmarked - the bookmark should match the index naming on the title sheet.

·Each required item must be in a separate pdf file and named according to the submittal requirement checklist, e.g. "01. Application Form.pdf"

DOUGLAS COUNTY
GREAT PEOPLE & GREAT PLACES