



PUBLIC WORKS DEPARTMENT
 1812 Main Street ♦ Lake Stevens, WA 98258
 (425) 377-3222 ♦ (425) 212-3328 FAX

CONSTRUCTION PLAN SUBMITTAL CHECKLIST

This form needs to be filled-out completely and the required information submitted in order for the City to initiate the construction plan review process. All construction plans must be folded.

<u>NEW SUBMITTAL REQUIREMENTS</u>		<u>RESUBMITTAL REQUIREMENTS</u>	
Master Permit Application		2 copies of the REVISED construction plans for the project, including stormwater drainage, roads, water, sanitary sewer, and signage/stripping.	
3 copies of the construction plans for the project, including stormwater drainage, roads, water, sanitary sewer, and signage/stripping.		2 copies of any REVISED studies for the project, including drainage reports, downstream analysis, geotechnical reports, etc.	
3 copies of any required studies for the project, including drainage reports, downstream analysis, geotechnical reports, etc.		Original red-line set of construction plans reviewed by City Staff.	
1 copy of the project's conditions of approval (Hearing Examiner's decision, SEPA threshold determination, etc.)		Original drainage report reviewed by City Staff.	
Construction Plan Review Fees, per LSMC fee resolution.		Letter addressing revisions completed by the design engineer addressing City Staff comments.	

Project Name		City File Number	Review Deadline *
Submittal Number	1	2	Additional Review # ____

**Please note review time for 1st submittal will be 5 weeks. Review time for 2nd submittal will be 3 weeks. Each additional submittal will be 1 week. Projects returning for more than 2 submittals will require a meeting between the Review Engineer, the Applicant, and the Project Engineer.*

Property Owner	Project Applicant	Project Engineer
Address	Address	Address
Telephone Number	Telephone Number	Telephone Number

All plans are to be designed in accordance with the City's Engineering Design and Development Standards (EDDS) and the City of Lake Stevens Municipal Code (available upon request). If you have any questions, please contact the Public Works Department at (425) 377-3222.