

*Submittal Form*

**As-Built Survey for Single Family Dwelling or Duplex Plan**

Submittal only when required by City. Used for verifying that all stormwater components, grading, and impervious areas were constructed per the approved site plan. Sometimes used to verify zoning setbacks and required landscape components.

DSC Received Date Stamp

Date: \_\_\_\_\_

Design Professional Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Developer Name (Company): \_\_\_\_\_ Point-of-Contact: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Current Property Owner Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Plan Title: \_\_\_\_\_

Property Address: \_\_\_\_\_  
Property GPIN: \_\_\_\_\_  
DSC Site Plan File#: \_\_\_\_\_  
Building Permit Number: \_\_\_\_\_

**The following items are required to be submitted for review. Please note that the submittal will be checked for completeness prior to acceptance for review. Incomplete submittals will not be accepted for review.**

- Development Plan - Electronic document submittal thru ACCELA.  
The plan must be a new survey showing:
  - The new improvements and any old improvements that remain after construction
  - As-built elevations at the same and all locations shown on the approved site plan
  - Locations, dimensions and descriptions of all stormwater swales and BMPs
  - Improvements in the right of way with elevations
  - Required landscaping

Which city staff has been apprised of this plan through meetings, phone conversations or emails?  
\_\_\_\_\_

What issues were discussed? \_\_\_\_\_  
\_\_\_\_\_