

**CITY OF MT. WASHINGTON
NEW DEVELOPMENT CHECKLIST**

Subdivision Name: _____

Location of Subdivision: _____

Developer: _____

Contact Person: _____

Address: _____

Phone Number: _____

Project Engineer: _____

Contact Person: _____

Address: _____

Phone Number: _____

Prior to the start of construction of a Subdivision or the Issuance of a building permit, the developer or applicant must submit **FOUR (4)** copies of the following to the City Clerk:

- _____ Water and Sewer Extension Plans
- _____ Drainage Plans
- _____ Drainage Storm Water Permit from the State
- _____ Erosion/Sill Control Plans
- _____ Road and/or Ingress/Egress Plans
- _____ All other Utility Plans (gas, electric, telephone, cable and street lighting)
- _____ Preliminary Plat indicating all Easements for Development
- _____ Sidewalk Plans
- _____ Approval of Location of Fire Hydrants by the Mt. Washington Fire Chief

Once the complete set of plans are received, the Utility Superintendent will review the plans and the City Clerk will submit the plans to the City Engineer for review and approval within seven (7) business days.

The City Engineer will complete the review within thirty (30) calendar days of receipt of the plans from the City Clerk.

Date Complete Set of Plans are Submitted to the City Clerk _____

Date Complete Set of Plans are Submitted to Utility Sup. _____

Date Plans are Submitted to the City Engineer _____