

City of Mt. Washington
New Development Checklist

Subdivision / Project Name _____

Location of Subdivision / Project _____ # of lots _____
(include lots) i.e.: 1-20

Developer _____ Contact: _____

Address _____ Phone: _____

Email _____

Project Engineer _____ Contact: _____

Address _____ Phone: _____

Email _____

Prior to the start of construction of a Subdivision or the issuance of a building permit, the developer or applicant must submit (4) four copies of the following to the BHC Coordinator/City Administrator – **Please use this checklist to address requirements:**

- _____ Water and sewer extension plans
- _____ Drainage Plans
- _____ Drainage Storm Water Permit from the State
- _____ Erosion/Silt 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
- _____ Approval of Location of Fire Hydrants by the Mt. Washington Fire Chief
- _____ Sidewalk Plans

Once the complete set of plans are received the BHC Coordinator/City Administrator will submit the plans to the Public Works Director and City Engineer for review.

The City Engineer will complete the review within thirty (30) calendar days of receipt of the plans from the BHC Coordinator/City Administrator.

Date complete plans are submitted to the BHC Coordinator/City Administrator _____

Received/ Initial & Date: _____ Approved: _____ Date: _____

Public Works Director

Date plans are submitted to the City Engineer _____ Approved: _____