

### 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

\_\_\_\_\_ Streetlights

Once the complete set of plans are received the BHC Coordinator/City Administrator will submit the plans to the Public Works Director, Building Official 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 \_\_\_\_\_

Public Works Director - Received/ Initial & Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Building Official – Received/Initial & Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Date plans are submitted to the City Engineer \_\_\_\_\_ Approved: \_\_\_\_\_