



Initial Development Submittal Requirements

- Initial Development Submittal Authorization (provided by Planner);
- Completed Civil Plan Application (if also submitting a site plan or landscape plan, only one completed application form is required per project);
- Five (5) 24" x 36" bound and rolled sets of civil engineering plans, including the following sheets: cover sheet; plat; site plan; landscape plan; water and sewer plans and profiles; storm sewer plans and profiles; drainage area map; grading plans; paving plans; and erosion/stormwater protection plan (refer to Developer's Checklist for complete civil plan requirements);
- A CD or flash drive with all submittal items in PDF format; and
- Civil Engineering Plan review fee (ref. Zoning, Variance, and Development Review Fees).

Final Development Submittal Requirements

- Redline check set (provided by City's Development Engineer);
- One (1) 24" x 36" bound and rolled set of civil engineering plans, including the sheets listed above and all necessary City of Richardson Standard Construction Detail sheets. **Plans must be stamped and signed by the preparing engineer.** Additional plan sets will be submitted as directed by the City's Development Engineer prior to the mandatory Pre-construction Conference (see below).
- The above plans in electronic form (Adobe Acrobat PDF or JPEG graphic format)

Three-way Contracts

Upon approval of the plans by the City's Development Engineer and the City Plan Commission, three-way contracts **must** be executed before site construction may begin. The three parties to the contract are the City, the property owner/developer, and the general contractor. Refer to separate three-way contract handout or contact the City's Development Engineer for additional information.

Mandatory Pre-construction Conference

After three-way contracts have been fully executed by all parties, a mandatory Pre-construction Conference must be scheduled with the City's Development Engineer prior to commencement of site construction.

Asbuilt Plans

Prior to City acceptance of the project, asbuilt plans must be submitted to the City's Construction Inspector. Plans must be submitted in both digital-process white mylar print form (not sepia) and in electronic form (DWG format).