

Plan Intake Checklist

Received Date: _____

Project Name: _____

Engineer's Phone Number: _____

Engineer's Email: _____

Please ensure that all incoming project plans have the following items before advancing them to review:

- Tax Map number and address for subject property(s)
- "Prepared For" must identify legal entity name, mailing address, and contact information for the client
- "Prepared By" must identify engineering firm, engineer's name, and PE license number
- Vicinity Map @ scale of 1'=1000', with North arrow
- Is the project location within 5 miles of the nearest city boundary line? YES or NO
- If multiple plan sheets are submitted they must be stapled

The project manager has seven (7) business days to respond to any plan intake requests/revisions of documents from the list above.

I have verified that all of the above information is included in the project submittal packet _____
Please initial here