



Engineering Plans Submittal Form
(New Commercial Development & Subdivisions)

Project Name: _____

Project Address: _____

Contact for Engineering Plans

Name: _____ Company _____

Phone _____ Email: _____

Additional contacts _____

Civil Engineering Plans

Submitted by _____ Date _____

\$500 Rec'd _____ Check # _____ Check and Plans Received by _____

Hydraulics & Hydrology Plans and Calculations (Drainage Study)

Submitted by _____ Date _____

\$500 Rec'd _____ Check # _____ Check and Plans Received by _____

(Optional) Letter of No Impact with Calculations in lieu of H&H Plans (signed & sealed by PE)

Submitted by _____ Date _____

\$500 Rec'd _____ Check # _____ Check and Letter Received by _____

_____ Responsible Party Signature and Billing Information Form Received?

Deliverables and Formats

_____ H&H -- One (1) hard copy (full size) and One (1) digital copy

_____ Civil – Three (3) hard copies (full size); One (1) 11" x17" hard copy, and Two (2) digital copies

Revisions do not require resubmittal of a full set. A single sheet may be inserted, once approved.

Upon final approval – One (1) hard copy (full size) wet sealed and signed and One (1) digital copy

All engineering plans, supporting documents, revisions, and questions should be directed to Rachel Clyne.
918-248-5917 rclyne@cityofsapulpa.net.