



Sub-Surface Revocable Permit

Submittal Checklist

General Requirements

- | | |
|--------------------------|-----------------------|
| <input type="checkbox"/> | Site Plan |
| <input type="checkbox"/> | Owner's Authorization |

Plan Contents

All plans should be neat, clear, legible and drawn to a standard Engineer's scale. Inaccurate, incomplete, and poorly drawn plans may be rejected.

Plan Contents

Include the details below on a site plan.

- | | |
|---|----------------------------------------------------------------------------------------------------------------------------------|
| ▪ | Legend Information: Address of property |
| | ○ Indication of standardized scale, both fractional and bar (i.e. 1" = 20') |
| | ○ North arrow |
| | ○ Address of property |
| | ○ Contact information for applicant (name, address, email and phone number) |
| ▪ | Drawing information: - copy from application |
| | ○ Property lines and dimensions of adjacent property. |
| | ○ Name of adjacent rights-of-way. |
| | ○ Total width of all adjacent streets and alley rights-of-way. |
| | ○ Location of curb, sidewalk, bus stop, bench, landscaping, fire hydrant, mailbox or object that the permitted use would impede. |
| | ○ Location, type, dimension and size of the proposed private use or structure to be placed in public right-of-way |
| | ○ Location of all existing and proposed utilities and easements. |
| | ○ Street cross section drawing illustrating the following: |
| | a. Right-of way width and adjacent easements |
| | b. Location of all surface street improvements (pavement, curb, sidewalk, etc.) |
| | c. Vertical and horizontal location and depth of all underground gas, electric, water and/or wastewater utilities. |
| | d. Vertical and horizontal location of proposed sub-surface use in relation to above listed utilities. |