SUBMITTAL RECEIPT

☐ INITIAL ☐ FOLLOW-UP ☐ REVISIONS TO APPROVED PLANS

PROJECT NAME: _____

(1) DATE RECEIVED: _____

(2) ADMINISTRATIVE COMPLETION DATE: _____

(3) REVIEW COMPLETION DATE: _____

☐ **Residential Plans** ☐ **Commercial Plans** ☐ **Plat**

☐ **Floodplain Permit Application** ☐ **MS4 Permit Application**

COMMENTS: _____

_____

_____

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(1) Date Received – Date the submittal is turned in to the Engineering Department.

(2) Administrative Completion Date – Date City determines submittal is administratively complete. (a maximum of 10-working days from date received)

(3) Review Completion Date –The developer or engineer can expect the review comments to be ready by 5:00 p.m. on this date. Comments will be returned earlier if completed.

Submitted by: _____
Company Name/Individual's Name

Date: _____