



Ada County Highway District Plan Submittal Checklist

Name _____ of _____ Project: _____

Address/Location _____ Parcel # _____

Lead Agency's Application Number: _____

(Please Print)

Submitters Name: _____

Telephone Number: _____ **Email Address:** _____

Mailing _____ Address: _____

Owner/Developer: _____

Telephone Number: _____ **Email Address:** _____

Mailing Address: _____

Instructions: ACHD policy section 7100 entitled, and section 8000 requires the applicant to provide certain information to the plan reviewers (see boxes below, but please note the checklist may not be all-inclusive).

Please review these boxes and the associated requirements. If the requirements apply to the plans you are submitting, please mark the box labeled "Required". That action affirms that the information is contained on the plans or included in the submittal package. If a box is not relevant to the plans submitted, mark the box labeled "Not Applicable". Attach a copy of the checklist included with the original plans submittal to any revised plans submitted for a second review.

A checklist is also available in a separate form on the ACHD website. This checklist is used by staff to determine if a submittal is complete enough to proceed with plan review. Please include this checklist with your submittal: <http://www.achdidaho.org/Documents/Forms/mostDocs/CivilPlanCompletenessChecklist.pdf>.

CHECK THE APPROPRIATE BOXES TO AFFIRM THE REQUIREMENTS HAVE BEEN SATISFIED

| Required | Plan Submittal Requirements |
|----------|--|
| | An engineer registered in the State of ID shall prepare and certify all improvement plans |
| | One full size hard copy set of improvement plans |
| | Data to be included on drawings: Each drawing shall have a north arrow, appropriate horizontal and vertical graphic scale, curve data, station, bearings, angles, monument ties with descriptions, and reference sheet numbers |
| | Reference standard drawings from the current edition of the ISPWC and ACHD Supplement |
| | Existing and proposed right- of- way boundaries |
| | Existing ground elevations and elevations of proposed improvements at enough locations to permit adequate review |
| | Existing utilities above and below ground, with notes specifying whether they are to be relocated or retained |

| Not Applicable | Required | Plan Submittal Requirements |
|-------------------|----------|--|
| | | Copy of the Final Plat (required for all subdivisions) |
| | | Roadway profile showing existing ground; final centerline grade; existing and proposed underground facilities. The profile and grading information shall show elevations at a maximum of 50 - foot intervals at all grade breaks; points of vertical curve; structures; and other points necessary to show clearly the intent of the improvements |
| | | The catch points of all slopes, showing limits of cut and fill areas and the proposed method of slope stabilization |
| | | Cross - Sections, See Section 7100 ACHD Development Policy Manual |
| | | Typical street sections to be constructed, including the structural section design |
| | | "R" - Value test results and pavement section calculations. |
| | | Details of structures, traffic control devices, medians, landscaping, street signs, and other special facilities located in the right - of -way that have not been included in the standard drawings; All encroachments intended for placement in the public rights- of- way must be submitted to the District for approval and documentation before construction |
| | | Details that show the connection of any private facility to a public facility including, but not limited to, private roads or alleys, sidewalks, bike paths, parking areas and traffic control devices |
| | | Striping and signage plan that meets the requirements of ACHD supplemental provisions to Division 1100 of ISPWC |
| | | A drainage plan prepared by a qualified professional per ACHD policy section 8000. |
| | | Topographic survey of the development showing all drainage and irrigation water conveyance systems within the area encompassed by a line 200 feet outside the property line or containing enough topographical data to accurately depict existing drainage patterns. Note: this provision only applies to developments located on land parcels 5 acres or larger in size or those containing more than 10 buildable lots |
| | | Peak flow calculations, peak flows delineated on the drawings |
| | | Runoff volume calculation |
| | | Plan and profile of new or modified drainage and irrigation water conveyance systems (this should include pipe inverts, catch basin, manhole, sand and grease trap elevations) |
| | | Plan, profile and calculations for storm water retention or detention facilities |
| | | Flood routing of the 100 year storm to the ultimate drainage system |
| | | Seasonal high groundwater elevation per section 8000 of ACHD Development Policy Manual |
| | | Infiltration rates |
| | | Soil classifications |
| | | Copies of associated permits and discharge agreements |

In the opinion of the design professional, the submittal is in compliance withal applicable statutes, rules and codes.

Submitter Signature: _____ Date: _____