STUDY/REPORT SUBMITTAL & REVIEW PROCESS

Submit to the Engineering Department

Preliminary Study/Report Submittal

1ST CHECK

Submittal to include:
- 2 copies ea. of Study/Report
- Full size copies of maps in Study/Report or CD
- $500 Deposit

Engineering Counter Staff to Create Tidemark Case upon receiving submittal.

Engineer of Record is to make any & all necessary changes to the Study/Report per the reviewing Engineer's comments & revisions before resubmitting for additional reviews.

2ND & MORE CHECKS

Submittal to include:
- 2 copies ea. of Study/Report
- Full size copies of maps in Study/Report or CD
- Redlined copy from previous check/review
- Additional Deposit, if applicable

Engineering Counter Staff to Print Tidemark label upon receiving submittal

Preliminary Study/Report Review

Engineering Counter Staff provides submittal to Plan Routing for:
- Verification of a complete submittal
- Adding of Related Cases, if applicable
- Route to Engineer for review

Plan Routing Routes Submittal to reviewing Engineer for compliance to local, county, & state codes, laws, standards, & specifications.

Reviewing Engineer provides comments & revisions to OR approves Study/Report submitted.

Engineer "Signs Off" in Tidemark including any "Notes" & returns the submittal to Plan Routing

Plan Routing verifies Study/Report is complete to return to Engineer of Record
(i.e., transmittal, scanning, tidemark entry)

Plan Routing contacts the Engineer of Record to Return Study/Report with reviewing Engineer's comments & revisions

Engineering Counter Staff to "Note" in Tidemark Who & When Study/Report was picked up by Engineer of Record

STUDY/REPORT SUBMITTAL & REVIEW PROCESS

(CONTINUED)

Final Study/Report Submittal

1ST CHECK

Submittal to include:
•2 copies ea. of Final Study/Report
•Full size copies of maps in Study/Report or CD
•$500 Deposit

Engineering Counter Staff to Print Tidemark label using same case number as Preliminary Study/Report. (Make "Note" of Related Cases if known (i.e., Improvement Plan, Planning, Map)

Engineer of Record is to make any & all necessary changes to the Study/Report per the reviewing Engineer's comments & revisions before resubmitting for additional reviews.

2ND & MORE CHECKS

Follow same steps as Preliminary Study/Report Submittal Process

Final Study/Report Review

Follow same steps as Preliminary Study/Report Review Process

Preliminary & Final Study/Report Submittal Approval

Once the Preliminary Study/Report is approved, the reviewing Engineer shall:
•Stamp "APPROVED" on the front page of the Study/Report
•Sign & Date the Study/Report
•Return the Study/Report to Plan Routing

Plan Routing shall:
•Prepare the Approval Letter for the Reviewing Engineer
•Send the Preliminary Study/Report for scanning into Questys with a copy of the signed Approval Letter
•Mail the Approval Letter
•Close Case