

Plan Submittal Checklist

The engineer shall complete this checklist and include it in the initial plan submittal to Metro. All documents shall be delivered in one submittal. Failure to provide a complete submittal package will increase the review and approval time. The review process will not begin until all required items have been submitted.

Check boxes or write “N/A” if not applicable.

- One hard-copy complete set of signed and sealed sewer plans and an emailed pdf version (including final grading plans with contours in gray scale). Plans to include an overall development plan view with the following: location map, tax map numbers, lot lines, lot numbers, manholes, line segments, potential bypass locations, lateral locations, road names, and sewer plan and profile segments on same sheet in same direction/orientation. Maximum plan view scale of 1:50 (does not apply to overall development plan).
 - The pdf version shall be produced from the AutoCAD file, so that all sheets are scalable.
- An overall map showing phasing (if applicable). Note: If phasing changes occur after the plan approval letter has been issued, then an administration fee of \$200 shall be applied for each phase change thereafter.
- One copy of the sewer design calculations.
- Plan Review Checklist
- A completed (Metro) Project Information Form.
- Unrecorded off-site right-of-way legal forms and exhibit (must use Metro templates provided in Appendix I).
- A copy of the ReWa *Public Main Extension* form approved by all sanitary sewer providers receiving flow from the proposed development.
- Letters from existing utilities (Duke Energy, Greenville Water System, ReWa, etc.) approving the proposed sanitary sewer crossing.
- Payment of Metro’s plan review fees.