



DEPARTMENT OF
ENGINEERING SERVICES
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October 19, 2011

RE: New Required Engineering Plan Review Forms

The City of Spokane is improving our design review submittal process with the addition of a *Stormwater Intake Checklist* and an *Engineering Plan Review Application Form*. The purpose of the new forms is to ease the review process and to reduce the number of rejections caused by incomplete submittal packets during the intake process. The new forms work as follows:

The Stormwater Intake Checklist contains a catalog with many of the elements required in the plan and drainage report submittal packet. Beside each item is a blank line for the applicant to list what plan sheet or drainage report page number the information is located on. The applicant is required to submit a completed Stormwater Intake Checklist with the Engineering Stormwater Plans. A completed checklist is required regardless of the type of permit application involved. Stormwater plans and drainage reports will no longer be accepted at intake or over the counter without a completed form.

The Engineering Plan Review Application Form contains a sheet for basic project information and also contains a counter complete checklist. The applicant is required to complete and submit an Engineering Plan Review Application Form only when design plans are to be reviewed with an Engineering Permit Application. A completed Plan Review Application will also be required when utility plans are submitted to the City of Spokane for projects located in Spokane County within the City of Spokane Utility Service Area.

The Stormwater Intake and Engineering Plan Review application forms are available for download from the Engineering Services web page at:

www.spokaneengineering.org/permit-information.

Please contact one of our Developer Services staff at (509) 625-6700 if you have any questions regarding the new forms.

Sincerely,

A handwritten signature in cursive script that reads "Eldon W. Brown".

Eldon Brown, P.E.
Principal Engineer - Developer Services