



ARAPAHOE COUNTY
COLORADO'S FIRST

Arapahoe County Public Works & Development
Engineering Services Division
6924 S Lima St
Centennial CO 80112
Phone - 720-874-6500 Fax- 720-874-6611
EngineeringSubmittals@arapahoegov.com

ENGINEERING SERVICES TRANSMITTAL FORM

AC Project No. _____ Date Submitted _____
AC Project Name _____ Parcel # _____
Project Address/Intersection _____

CONTACT INFORMATION

Owner/Developer _____ Applicant _____
Contact Name _____ Contact Name _____
Address _____ Address _____
City _____ State _____ Zip _____ City _____ State _____ Zip _____
Phone _____ Phone _____
Email _____ Email _____

ITEMS SUBMITTED

- | | |
|---|---|
| <input type="checkbox"/> Agreements | <input type="checkbox"/> Landscape & Irrigation Plans |
| <input type="checkbox"/> Collateralized | <input type="checkbox"/> Operation & Maintenance Manual |
| <input type="checkbox"/> Restriction | <input type="checkbox"/> Pavement Design |
| <input type="checkbox"/> Changes to Approved Construction Plans | <input type="checkbox"/> Soils Report |
| <input type="checkbox"/> Construction Plans | <input type="checkbox"/> Traffic Impact Study |
| <input type="checkbox"/> Drainage Conformance Letter | <input type="checkbox"/> Utility Plans |
| <input type="checkbox"/> Drainage Report Phases 1, 2, 3 | <input type="checkbox"/> Waiver Requests |
| <input type="checkbox"/> Engineers Cost Estimate | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Floodplain Documents | |
| <input type="checkbox"/> GESC _____ Disturbed Acres | |
| <input type="checkbox"/> Standard | |
| <input type="checkbox"/> Low Impact | |
| <input type="checkbox"/> Small Site | |

This Application is (check one) 1st Submittal 2nd Submittal 3rd Submittal Additional Submittal Final Submittal
Submitted By _____ Date _____

ENGINEERING SERVICES STAFF (do not write below this section)

Engineering Project Manager _____ Estimated Completion Date _____

Approved Conditionally Approved Comments Issued Denied

Submittal Reviewed by Engineering Services Engineer _____ Date _____

Action Approved by Engineering Services Division Manager _____ Date _____

Fee Amount \$ _____ Fees Paid Yes No

Date Paid _____ Check No. _____ Verified by _____

Early Grading Permit Yes No SIA Collateral \$ _____

UDFCD/MEP Yes No GESC Collateral \$ _____

SEMSWA Yes No

SNO CO PO Yes No

Comments _____

INSTRUCTIONS FOR COMPLETING THE ENGINEERING SERVICES TRANSMITTAL FORM

1. Project name shall be supplied by Applicant. If this is a resubmittal of documents previously submitted to the Arapahoe County Engineering Division use the same project name and project number associated with the original submittal. For example, if submitted revised drainage or construction plans for review & comment, use the project name on the plat application. If this project has previously been assigned a project number, (e.g. Pxx-xxx, ENGxx-xxx, Exx-xxx). This project number must be included with the project name on the Application. This will expedite the Application process.
2. Project location can be specified by parcel ID number, AIN #; proximity to an adjacent street intersection; and/or by legal address of the project.
3. The name, address, e-mail, and telephone number of the Property Owner shall be provided. If Applicant is a company, provide the company name, and the name of the individual responsible for contact with the County.
4. The name, address, e-mail, and telephone number of the Engineer or Contractor who prepared the documents submitted shall be provided. The name of an individual who is responsible for contact with the County on the project shall be provided.
5. The Applicant shall specify the type of documents to be reviewed by checking the appropriate box on the Application. The type and number of plans shall be listed in the space provided.
6. The Applicant shall identify the application as an initial submittal, re-submittal, 2nd re-submittal or 3rd re-submittal for the action being requested. Final GESC plans submitted for the first time following Board of County Commissioners Approval of the associated plat or development plan are considered an initial submittal.
7. If applicable, total disturbance size shall be provided. The Application shall specify one of the following by checking the appropriate box(es):
 - a. Land Disturbance (acre)
 - b. Amount of fill or excavation (cubic yards)
 - c. Stockpile (cubic yards)
 - d. Utility line installation/maintenance (linear foot)
8. The person submitting the documents shall sign and date the Application (this means the responsible person representing the Project Owner, not the messenger or delivery person).
9. Arapahoe County Public Works & Development, Engineering Services Division reserves the right to reject incomplete applications.