

**STATE HIGHWAY ADMINISTRATION
ENGINEERING ACCESS PERMITS DIVISION
SUBMITTAL CHECKLIST**

Please note that this form must be completed and submitted with each Site Plan, Preliminary Plat, Development Plan and State Road Access Plan submittal. If an item is not applicable, please enter N/A.

CONTACT INFORMATION:

Consultant/Engineer/Surveyor: _____ Contact Person: _____

Phone Number: _____ E-Mail: _____

DEVELOPMENT/PROJECT INFORMATION:

Project Name: _____

Project Location and Address: _____

Parcel Reference: Tax Map _____ Grid _____ Parcel # _____

Developer/Applicant's Company Name: _____

Applicant's Contact Name: _____ Phone # _____

Property Owner's Address: _____ Phone # _____

SUBMITTAL REQUIREMENTS (mark inc. for included and N/A for not applicable)

- _____ Two (2) copies of the site plan/preliminary plat/development plan
- _____ Four (4) copies of the state road access/improvement plan
- _____ Two (2) copies of the stormwater management plan or drainage computations
- _____ Two (2) copies of the state road sight distance evaluation worksheet
- _____ Other items as follows: _____