



Grading and Erosion Control Permit ProjectDox Submittal Checklist

Require Information

- Documents Folder
 - ✓ Copy of application that was submitted for initialization.
 - ✓ CWS Service Provider Letter or Sensitive Area Prescreen
 - ✓ Approved Land Use Decision
- Drawings Folder
 - ✓ Plans are to be to scale unless otherwise specified.
 - ✓ Coversheet
 - Vicinity Map
 - The proposed name of development
 - Developer's and Engineer's info
 - Name
 - Address
 - Phone number
 - Email
 - Land Use Authority Case File Number
 - Tax Map and Lot information
 - Total square footage of new and existing impervious surface within proposed public Right-of-Way
 - Index of Plan Sheets
- ProjectDox Specifications
 - ✓ Use naming convention as specified in User's Guide
 - ✓ Format plans as specified in User's Guide
 - ✓ Provide a blank area on each sheet for City of Hillsboro Plan Review Stamps as specified in User's Guide

- Note: All private utilities will not be reviewed under this permit. If you do show private utilities, please state they are for reference only and remove all construction notes for them.*