ProjectDox Submittal Checklist Public Infrastructure Permit (PIP)

Documents Folder
- Copy of application that was submitted for initialization
- CWS Service Provider Letter or Sensitive Area Prescreen
- Approved Land Use Decision
- Downstream Analysis (if applicable)
- Engineer's storm calculation report
- Geo Tech report required if City standard sections will not be used
- Engineer's Cost Estimate (on or after 2nd review cycle)

Drawings Folder
- Plans are to be to scale unless otherwise specified
- Coversheet
  - Vicinity Map
  - The proposed name of development
  - Developer's Info 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: Private utilities will <u>not</u> be reviewed under this permit. If you do show private utilities, please remove all construction notes and label as "Reference Only".