

ENGINEERING PLAN REVIEW SUBMITTAL FORM

CITY ID NUMBER: ENG – 24 –

Project Name:		Date:	
Project Location:			
Project Type: ☐ Commercial ☐ Residential			
Improvement Type: ☐ Grading & Drainage ☐ Sewer ☐ Water ☐ Paving & Concrete / Signing & Striping			
☐ Street Lights ☐ Traffic Signal ☐ Landscaping ☐ SWF ☐ Fiber ☐ Onsite Utilities ☐ Other			
Submittal: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6		Revision (after plan approval): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6	
Owner/Developer:		Phone:	
Contact:	Email Address:		
Address:	City:	St:	Zip:
Applicant:		Phone:	
Contact Person:	Email Address:		
Address:	City:	St:	Zip:

ENGINEERING PLAN/REPORT REVIEW SUBMITTAL REQUIREMENTS

1. This Engineering Submittal Form must be completed and accompany all plan and report submittals and re-submittals together with the, “*required deliverables checklist*” which is created by the Engineering plan reviewer for each submittal.
2. All plans and reports must be in compliance with the most current edition of the City of Avondale General Engineering Requirements Manual and the City of Avondale Supplement to MAG Standard Details and Specifications for Public Works. Please contact the Engineering Division if you are uncertain which version is the latest.
3. A separate cover sheet utilizing the City template must be submitted with each plan submittal type (e.g., G&D, Water, Sewer, Paving, etc.) with the exception of commercial or multifamily improvement plans, which requires only one comprehensive civil cover sheet. The City template may be found by clicking [here](#).
4. The Plan Review fee is \$375/sheet for 1st review and \$375/redlined sheet for 2nd and subsequent reviews. The fee is calculated after each review and collected before the next submittal.
5. The report and technical document review fee is \$225/hour for each submittal. This fee is calculated after each review and collected before the next submittal.

Office Use Only		Due Date:	
Routing: ☐ Engineering ☐ Planning ☐ Traffic ☐ Street Lights ☐ Fire ☐ Building			
Approved: ☐ Yes ☐ No		Approved by:	Approval Date:

Per A.R.S. § 9-495, an employee able to provide additional information is available at 623-333-4200 and EmailEngineering@avondaleaz.gov. All inquiries will receive a response within five (5) business days.

Engineering Department

11465 W. Civic Center Drive, Avondale, AZ 85323 • Phone (623) 333-4200 • Fax (623) 333-0420 • TDD (623) 333-0010

www.avondale.org/engineering

Updated 07/02/2024