



**Ada County Highway District Plan Submittal Checklist**

Name of Project: \_\_\_\_\_

Address/Location \_\_\_\_\_ Parcel # \_\_\_\_\_

Lead Agency's Application Number: \_\_\_\_\_

**Lead agency application number is required for commercial plans (CUP, CZC, DRH)**

**Plan review may be delayed if file number is not provided. Note: this is not the building permit number.**

Submitters Name (Please Print): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Owner/Developer: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

**Instructions:** ACHD policy section 7105 entitled, "improvement plans submittal list" and section 8019.2 entitled, "required submissions to the District for drainage review" requires the applicant to provide certain information to the plan reviewers (see boxes below).

Please review these boxes and the associated requirements. If the requirements apply to the plans you are submitting, please mark the box labeled "Required". That action affirms that the information is contained on the plans or included in the submittal package. If a box is not relevant to the plans submitted, mark the box labeled "Not Applicable". Attach a copy of the checklist included with the original plans submittal to any revised plans submitted for a second review.

**CHECK THE APPROPRIATE BOXES TO AFFIRM THE REQUIREMENTS HAVE BEEN SATISFIED**

Required	Plan Submittal Requirements
	An engineer registered in the State of ID shall prepare and certify all improvement plans
	One complete set of improvement plans
	Data to be included on drawings: Each drawing shall have a north arrow, appropriate horizontal and vertical graphic scale, curve data, station, bearings, angles, monument ties with descriptions, and reference sheet numbers
	Reference standard drawings from the current edition of the ISPWC
	Existing and proposed right- of- way boundaries
	Existing ground elevations and elevations of proposed improvements at enough locations to permit adequate review
	Existing utilities above and below ground, with notes specifying whether they are to be relocated or retained

Not Applicable	Required	Plan Submittal Requirements
		Copy of the Final Plat (required for all subdivisions)
		Roadway profile showing existing ground; final centerline grade; existing and proposed underground facilities. The profile and grading information shall show elevations at a maximum of 50 - foot intervals at all grade breaks; points of vertical curve; structures; and other points necessary to show clearly the intent of the improvements
		The catch points of all slopes, showing limits of cut and fill areas and the proposed method of slope stabilization
		Cross - Sections, See Section 7105.2.6 ACHD Development Policy Manual
		Typical street sections to be constructed, including the structural section design
		"R" - Value <b>test results</b> and pavement section calculations.
		Details of structures, traffic control devices, medians, landscaping, street signs, and other special facilities located in the right - of -way that have not been included in the standard drawings; All encroachments intended for placement in the public rights- of- way must be submitted to the District for approval and documentation before construction
		Details that show the connection of any private facility to a public facility including, but not limited to, private roads or alleys, sidewalks, bike paths, parking areas and traffic control devices
		Striping and signage plan that meets the requirements of ACHD supplemental provisions to Division 1100 of ISPWC
		A drainage plan prepared by a professional engineer registered in the State of Idaho
		Topographic survey of the development showing all drainage and irrigation water conveyance systems within the area encompassed by a line 200 feet outside the property line or containing enough topographical data to accurately depict existing drainage patterns. Note: this provision only applies to developments located on land parcels 5 acres or larger in size or those containing more than 10 buildable lots
		Peak flow calculations, peak flows delineated on the drawings
		Runoff volume calculation
		Plan and profile of new or modified drainage and irrigation water conveyance systems (this should include pipe inverts, catch basin, manhole, sand and grease trap elevations)
		Plan, profile and calculations for storm water retention or detention facilities
		Flood routing of the 100 year storm to the ultimate drainage system
		Seasonal high groundwater elevation per section 8010.5 of ACHD Development Policy Manual
		Infiltration rates
		Soil classifications
		Copies of associated permits and discharge agreements

*In the opinion of the design professional, the submittal is in compliance withal applicable statutes, rules and codes.*

Submitter Signature: \_\_\_\_\_ Date: \_\_\_\_\_