



ARAPAHOE COUNTY  
COLORADO'S FIRST

Arapahoe County Public Works & Development  
Engineering Services Division  
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Centennial CO 80112  
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[EngineeringSubmittals@arapahoegov.com](mailto:EngineeringSubmittals@arapahoegov.com)

## ENGINEERING SERVICES TRANSMITTAL FORM

AC Project No. \_\_\_\_\_

Date Submitted \_\_\_\_\_

AC Project Name \_\_\_\_\_

Parcel # \_\_\_\_\_

Project Address/Intersection \_\_\_\_\_

### CONTACT INFORMATION

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

Applicant \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

### ITEMS SUBMITTED

- |   |   |
|---|---|
| <input type="checkbox"/> Agreements                             | <input type="checkbox"/> Landscape & Irrigation Plans   |
| <input type="checkbox"/> Collateralized                         | <input type="checkbox"/> Operation & Maintenance Manual |
| <input type="checkbox"/> Restriction                            | <input type="checkbox"/> Pavement Design                |
| <input type="checkbox"/> Changes to Approved Construction Plans | <input type="checkbox"/> Soils Report                   |
| <input type="checkbox"/> Construction Plans                     | <input type="checkbox"/> Traffic Impact Study           |
| <input type="checkbox"/> Drainage Conformance Letter            | <input type="checkbox"/> Utility Plans                  |
| <input type="checkbox"/> Drainage Report Phases 1, 2, 3         | <input type="checkbox"/> Waiver Requests                |
| <input type="checkbox"/> Engineers Cost Estimate                | <input type="checkbox"/> Other _____                    |
| <input type="checkbox"/> Floodplain Documents                   |   |
| <input type="checkbox"/> GESC _____ Disturbed Acres             |   |
| <input type="checkbox"/> Standard                               |   |
| <input type="checkbox"/> Low Impact                             |   |
| <input type="checkbox"/> Small Site                             |   |

This Application is (check one)  1<sup>st</sup> Submittal  2<sup>nd</sup> Submittal  3<sup>rd</sup> Submittal  Additional Submittal  Final Submittal

Submitted By \_\_\_\_\_ Date \_\_\_\_\_

### ENGINEERING SERVICES STAFF (do not write below this section)

Engineering Project Manager \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

Approved  Conditionally Approved  Comments Issued  Denied

Submittal Reviewed by Engineering Services Engineer \_\_\_\_\_ Date \_\_\_\_\_

Action Approved by Engineering Services Division Manager \_\_\_\_\_ Date \_\_\_\_\_

Fee Amount \$ \_\_\_\_\_ Fees Paid  Yes  No

Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Verified by \_\_\_\_\_

Early Grading Permit  Yes  No  SIA Collateral \$ \_\_\_\_\_

UDFCD/MEP  Yes  No  GESC Collateral \$ \_\_\_\_\_

SEMSWA  Yes  No

SNO CO PO  Yes  No

Comments \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING THE ENGINEERING SERVICES TRANSMITTAL FORM

1. Project name shall be supplied by Applicant. If this is a resubmittal of documents previously submitted to the Arapahoe County Engineering Division use the same project name and project number associated with the original submittal. For example, if submitted revised drainage or construction plans for review & comment, use the project name on the plat application. If this project has previously been assigned a project number, (e.g. Pxx-xxx, ENGxx-xxx, Exx-xxx). This project number must be included with the project name on the Application. This will expedite the Application process.
2. Project location can be specified by parcel ID number, AIN #; proximity to an adjacent street intersection; and/or by legal address of the project.
3. The name, address, e-mail, and telephone number of the Property Owner shall be provided. If Applicant is a company, provide the company name, and the name of the individual responsible for contact with the County.
4. The name, address, e-mail, and telephone number of the Engineer or Contractor who prepared the documents submitted shall be provided. The name of an individual who is responsible for contact with the County on the project shall be provided.
5. The Applicant shall specify the type of documents to be reviewed by checking the appropriate box on the Application. The type and number of plans shall be listed in the space provided.
6. The Applicant shall identify the application as an initial submittal, re-submittal, 2nd re-submittal or 3rd re-submittal for the action being requested. Final GESC plans submitted for the first time following Board of County Commissioners Approval of the associated plat or development plan are considered an initial submittal.
7. If applicable, total disturbance size shall be provided. The Application shall specify one of the following by checking the appropriate box(es):
  - a. Land Disturbance (acre)
  - b. Amount of fill or excavation (cubic yards)
  - c. Stockpile (cubic yards)
  - d. Utility line installation/maintenance (linear foot)
8. The person submitting the documents shall sign and date the Application (this means the responsible person representing the Project Owner, not the messenger or delivery person).
9. Arapahoe County Public Works & Development, Engineering Services Division reserves the right to reject incomplete applications.