



**CITY OF HAGERSTOWN
UTILITIES DEPARTMENT
WATER AND WASTEWATER
ENGINEERING DIVISION
SUBMITTAL CHECKLIST**

*Contact Information: Edward Norman, Engineer 301-739-8577 ext. 653. or
Kimberly Ridenour, Supervisor Inspection/Drafting 301-739-8577 ext. 662*

This form must be completed and submitted with each Site Plan/Preliminary Plat/and Development Plan submittal. If an item is not applicable, please enter N/A.

Received by Planning Department:

Received by Utilities Department – Water and Wastewater - Engineering Department:

CONTACT INFORMATION:

CONSULTANT/SURVEYOR: _____ CONTACT PERSON: _____

PHONE NUMBER: _____ E-MAIL: _____

PROJECT NAME: _____

PROJECT LOCATION: _____

PARCEL REFERENCE: TAX MAP _____ GRID _____ PARCEL NO. _____

OWNER (S) NAME
CONTACT PERSON _____

OWNER (S) ADDRESS _____

SUBMITTAL REQUIREMENTS: (MARK INCLUDED BELOW (INC.) OR NOT APPLICABLE (N/A))

_____ EVIDENCE OF PRE-ANNEXATION AGREEMENT

_____ TWO (2) COPIES OF SITE PLAN/PRELIMINARY PLAT/DEVELOPMENT PLAN. MAXIMUM DRAWING SIZE SHALL BE 24"X36". ALL PLANS SHALL BE FOLDED WITH THE TITLE SHOWING

_____ VAULT METER FORM (WITH INITIAL SITE PLAN SUBMITTAL)

_____ REVIEW FEE ALONG WITH COMPLETED REVIEW FEE WORKSHEET. ADDITIONAL REVIEW FEE AMOUNT, IF APPLICABLE, WILL BE COLLECTED PRIOR TO PLAN APPROVAL. TO BE DETERMINED UPON FINAL SITE PLAN RECEIPT.

_____ RED LINED PLANS RETURNED WITH EACH RE-SUBMISSION

SUBMITTED

BY: _____ DATE: _____