

Submittal Forms and Checklists

Centerra Design Review Committee DRC Construction Document Review Checklist

Project Name: _____

Date Submitted: _____

- Submittals must be received eight calendar days prior to review meeting
- Check off or initial each box under the “Included by Applicant” column to ensure required items have been provided.

Submittal Items Required Each drawing sheet must include the project title, scale, north arrow, and date of preparation	Included by Applicant	Checked In (For DRC Staff Only)
Included in the Complete Submittal Packet:		
Submittal Cover Sheet		
Contact Information Form		
Construction Document Review Checklist (this form)		
Site Data Form		
Response Letter: A letter of response to any DRC comments that were given during the Design Development Review		
One (1) flash drive containing an electronic copy of the entire submittal (unless previously emailed to DRC Staff). No hard copies are required for this review.		
Included in the Drawings:		
Architectural Plans		
Civil Engineering Plans		
Landscape Plans		
Exterior Building and Site Lighting Plans		
Exterior Building and Site Signage Plans		
Included in the Site Logistics Plan:		
Provide the following (refer to the Construction Site Guidelines on page 31 for more detailed information): <ul style="list-style-type: none"> • Proposed temporary entrances, routes or roadways for access and details of apron driveways • Field office compound, material and equipment staging location(s) • Show temporary utilities and existing utilities • Trades parking • Erosion control and soil stabilization • Construction schedule 		

Submittal Forms and Checklists

Centerra Design Review Committee DRC Construction Document Review Checklist *(Continued)*

Included in the Site Logistics Plan <i>(Continued)</i> :		
<ul style="list-style-type: none"> • Recycling/trash sorting areas • Location map and detailed plans for any project ID or address signs 		
Included in Construction Waste and Recycling: DRC applicants must either complete the Contractor's Construction Waste Diversion and Recycling Plan, or contract with Mountain Waste Disposal to adhere to the Construction and Demolition Waste Diversion Specifications. Check the box below to indicate which option you are choosing.		
Provide the completed Contractor's Construction Waste Diversion and Recycling Plan		
Provide the completed Waste-Not Recycling Enrollment Form		

By signing below, I acknowledge that the above information is accurate and have therefore provided a complete submittal to the Centerra DRC for review.

Signature of DRC Applicant

Printed Name of DRC Applicant