

### 1.3.4.3 DRT Submittal Requirements

Initial DRT application submittals should be made online using the Auburn Permit Portal. The portal can be accessed by directing a web browser to <https://webgis.auburnalabama.org/permits>. Alternatively, a link to the portal can be found on the DRT page of the City of Auburn's web site.

In general, most files should be submitted in PDF format. However, some documents may be better suited as Excel or Word files and may be uploaded in their native formats.

Note: A comment response letter should accompany all resubmittals containing a narrative response to address each DRT comment. Additionally, all revised plans should utilize revisions clouds to easily identify the modifications.

Hard copies are not required, nor recommended, for the initial DRT submittal. If the applicant is unable to produce a full digital submittal through the web portal, the City should be contacted about submitting hard copies.

All applications to the DRT are required to contain the following items:

#### **Initial Submittal:**

##### *ALWAYS REQUIRED*

- PDFs of the engineering plans sheets
- Checklist for Site or Subdivision Construction Plans
- Site Plan Sufficiency Checklist (for Site Development applications)
- A copy of the deed(s)
- Authorization to Act as Applicant Form
- LID/GI Review Form

##### *REQUIRED WHEN APPLICABLE*

- DRT Application (only required if not submitting via the Permit Portal)
- Drainage Analysis Report, stamped by engineer (include Drainage Checklist)
- Comment response letter (to accompany revised plan submittals)
- A copy of relevant permits (ADEM, USACE, ALDOT, etc.)
- A copy of signed, off-site easements or agreements, if applicable
- Electrical plans for any required pedestrian lighting
- Traffic Impact Study
- Pump Station Design Worksheet
- Fire Flow Calculations
- Development Water and Sewer Service Application

- Backflow Protection Information Form
- Grease Trap Sizing Calculation Data Sheet
- Stormwater Quality Review Tool

#### **Final Submittals:**

- One (1) hard-copy of the final, approved engineering construction plans (signed and sealed)
- PDFs of the final, approved engineering plans (uploaded to the Permit Portal)
- Final, approved versions of any other documents that were revised from the initial submittal

#### **1.3.4.4 DRT Forms and Checklists**

The DRT submittal will not be considered complete unless the appropriate checklists are attached, completed-in-full, and stamped and signed by a licensed professional engineer in the State of Alabama. It is also important to note that the checklists are not intended to be all-inclusive. Therefore the completeness of each checklist does not alleviate the obligation of the designer to meet all City codes, regulations, ordinances, and specifications. The forms and checklists are provided to expedite the review process and provide staff with the basic project information. Not all forms are required for all projects as indicated in the individual form description.

The following checklists and/or worksheets have been made part of this Manual and are attached in Appendix B.

- *Site Development Plans Engineering Checklist (Appendix B-1)* – This checklist must be submitted with every set of engineering construction plans for site developments (conditional & permitted use projects). The checklist must be filled out entirely and stamped by a licensed professional engineer in the State of Alabama.
- *Subdivision Construction Plans Engineering Checklist (Appendix B-2)* - This checklist must be submitted with every set of engineering construction plans for subdivision improvements. The checklist must be filled out entirely and stamped by a licensed professional engineer in the State of Alabama.
- *Site Plan Sufficiency Checklist (Appendix B-3)* – This checklist is to assist in review by the Planning Department and must be submitted with the site plan.
- *Stormwater Drainage Checklist (Appendix B-4)* – This checklist must be submitted for all projects requiring stormwater detention.
- *Stormwater Drainage Forms (Appendix B-5)*
  - Gutter Spread Table

- Pipe Design Table
- Pre-Development Conditions Worksheet
- Post-Development Conditions Worksheet
- Basin/Sub-Basin Peak Discharge Summary Table
- Total Peak Discharge Summary Table

The following forms and worksheets can be found on the City website and/or within the WRM Design and Construction Manual.

- *Sediment Basin Design Data Sheet* -The Sediment Basin Design Data Sheet is required to be submitted for any project that will utilize sediment basins.
- *Pump Station Design Worksheet* - This worksheet shall be submitted for any development that proposes to utilize a sanitary sewer pump station.
- *Backflow Protection Information Form* - This form shall be submitted electronically for any development that proposes to connect to the AWWB water distribution system.
- *Development Water and Sewer Services Application* - This application form is required to be submitted electronically for any project proposing to utilize water from the AWWB or sewer service from the City.
- *Grease Trap Sizing Calculation Data Sheet* - This form is required to be submitted electronically for any development utilizing a grease trap.

#### **1.3.4.5 Final Approval**

All approvals from other boards must be granted prior to receiving a full DRT approval. It is important to note that the approval will expire, unless construction has commenced, within eighteen (18) months following the date of approval. If the conditional use approval or plat expires, the DRT approval subsequently expires. The Applicant must formally request an extension on the DRT application commensurate with the extension of the conditional use or plat approval. Furthermore, any substantial changes that effects the approved engineering plans before DRT expiration may require updated plans be submitted to the DRT and receive approval by the appropriate board.

#### **1.3.4.6 DRT Process Flowchart**

In Figure 1.1 is a Development Review Process Flowchart. This flowchart is meant to summarize the processes to be followed by the DRT and the development submittal Applicant.