

## Checklist Items

### Grading & Erosion Control Permit

- Documents Folder
  - Complete Application
  - Service Provider Letter or Sensitive Area Prescreen
  - Approved Land Use Decision
- Construction Drawings
  - Plans are to be to scale unless otherwise specified
  - Coversheet
    - Vicinity Map
    - The proposed name of development
    - Developer's Name and Address
    - Owner's Name and Address
    - Engineer's Name and Address
    - Land Use Authority Case File Number
    - Tax Map and Lot information
    - Total square footage of new and existing impervious surface within proposed public Right-of-Way.
    - Index of Plan Sheets
- ProjectDox Specifications
  - Use Naming Convention as specified in User's Guide
  - Format Plans as Specified in User's Guide
  - Provide a Blank Area on Each Sheet for City of Hillsboro Plan Review Stamps as Specified in Users Guide

### Public Infrastructure Permit

- Documents Folder
  - Complete Application
  - Service Provider Letter or Sensitive Area Prescreen
  - Approved Land Use Decision
  - Engineer's Cost Estimate
  - Downstream Analysis
  - Engineer's Storm Calculations Report
  - Geo Tech report required if City standard sections will not be used
- Construction Drawings
  - Plans are to be to scale unless otherwise specified
  - Coversheet
    - Vicinity Map
    - The proposed name of development
    - Developer's Name and Address
    - Owner's Name and Address
    - Engineer's Name and Address
    - Land Use Authority Case File Number
    - Tax Map and Lot information
    - Total square footage of new and existing impervious surface within proposed public Right-of-Way.
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