



**ENGINEERING DIVISION**

**ENGINEERING PLAN REVIEW (PRIVATE DEVELOPMENT)**

**APPLICATION FORM**

64 E. Walnut St.  
Westerville, OH 43081-2308  
t. (614) 901-6650  
f. (614) 901-6666

ENG NO. \_\_\_\_\_  
*(Office use only)*

**PROJECT TYPE:**     RESIDENTIAL     MULTI-FAMILY     INDUSTRIAL     COMMERCIAL

**SUBMISSION TYPE:**     SITE PLAN     SANITARY PLAN     MASS EXCAVATION PLAN     STREET PLAN  
                                   TREE CLEARING PLAN     WATERLINE PLAN     STORM SEWER PLAN

**PROJECT INFORMATION**

NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PLANNING COMMISSION CASE # \_\_\_\_\_      PLANNING COMMISSION APPROVAL DATE \_\_\_\_\_

**APPLICANT/PROJECT CONTACT INFORMATION**

NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

I hereby certify that the information presented within this application form is true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the City.

\_\_\_\_\_  
SIGNATURE OF APPLICANT/  
PROJECT CONTACT

\_\_\_\_\_  
DATE

SEE INITIAL SUBMISSION REQUIREMENTS (INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED)



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**SUBMISSION REQUIREMENTS & PROCESS**

**1. PRE-SUBMISSION MEETING**

This meeting is encouraged in order discuss the engineering review process, plan format, site issues, fees, easements, performance surety, as-built's, etc.

**2. INITIAL SUBMISSION**

<b>REQUIRED ITEMS:</b>	<b>IMPORTANT NOTES:</b>
<ul style="list-style-type: none"> <li>• \$500 check for initial submission (for each title plan submittal)</li> </ul>	<ul style="list-style-type: none"> <li>• May be mailed or filed in-person</li> <li>• Check payable to: City of Westerville</li> </ul>
<p><b>All of the following items to be submitted through the Online Submission Portal:</b>  <i>Links to the Portal and Portal Submission Guide available on the <a href="#">Forms &amp; Applications</a> website.</i></p>	
<ul style="list-style-type: none"> <li>• Plan set</li> </ul>	<ul style="list-style-type: none"> <li>• PDF (22" x 34") format</li> <li>• Landscape plans/details required for Site Plans and Street Plans</li> </ul>
<ul style="list-style-type: none"> <li>• Storm water management plan and storm sewer design calculations</li> </ul>	<ul style="list-style-type: none"> <li>• PDF in 8.5" x 11" format</li> </ul>
<ul style="list-style-type: none"> <li>• Sanitary sewer calculations</li> </ul>	<ul style="list-style-type: none"> <li>• PDF format</li> </ul>
<ul style="list-style-type: none"> <li>• Exhibit of turning movements using a 105' Heavy Duty Ladder truck</li> </ul>	<ul style="list-style-type: none"> <li>• PDF format</li> </ul>
<ul style="list-style-type: none"> <li>• 30-year pavement design calculations (public streets only)</li> </ul>	<ul style="list-style-type: none"> <li>• PDF format</li> </ul>
<ul style="list-style-type: none"> <li>• Base file in DWG format</li> </ul>	<ul style="list-style-type: none"> <li>• Ohio State Plane South coordinate system</li> </ul>

**A.** The review process starts after all materials are submitted; partial or incomplete submissions are not accepted unless authorized by the City Engineer. All necessary departments within the City review the submission. Comments generated by reviews are provided to the applicant through the Online Plan Submission Portal for response and inclusion in the revised plans.

**B.** Review comments are typically returned approximately fifteen (15) business days from the received submission date. Complexity of the plans and staff workload may influence the amount of time needed to complete the review. **Note:** Final Engineering Plans cannot be approved until Planning Commission approval (where applicable).



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**3. FINAL APPROVAL SUBMISSION REQUIREMENTS**

The following items (if applicable) shall be provided/executed before the plans are signed by the City of Westerville.

<b>REQUIRED ITEMS:</b>	<b>IMPORTANT NOTES:</b>
• Check for the balance of Engineering Fees	• Amount provided to the applicant through a comment letter
• As-Built cash escrow	• Amount provided to the applicant through a comment letter
• Performance Surety (for the cost of all public improvement items)	• Letter of credit, bond, or cash that matches the approved engineer’s estimate. Minimum of \$1,000 is required with no expiration date.
<b>All of the following items to be submitted through the Online Submission Portal:</b> <i>Links to the Portal and Portal Submission Guide available on the <a href="#">Forms &amp; Applications</a> website.</i>	
• Engineering plan set addressing City’s review comments	• PDF (22” x 34”) format
• Engineer’s estimated construction cost of all public improvements	• PDF format
• Copy of all state or federal permits required for the development of the site with associated documentation	• PDF format
• Copy of the stand-alone SWP3 manual per Ohio EPA NPDES Construction General Permit Part III	• PDF (8.5” x 11”) format
• Stand-alone Storm Water Operations and Maintenance Plan per Ohio EPA NPDES Construction General Permit and City of Columbus Storm Water Drainage Manual Section 4	• PDF (8.5” x 11”) format
• All easements necessary for construction of the project	• Easements for public improvements must be in a format approved by the City, signed by the owner, and ready to record by the City.
• Executed subdivision agreement	• PDF format
• Final stormwater management plan and calculations	• PDF format

**A.** Following signatures, the signed approved plan set will be provided to the applicant through the Online Plan Submission Portal.



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**4. PRE-CONSTRUCTION MEETING**

- A.** For each plan set, a pre-construction meeting shall be held prior to any construction. The property owner/developer, design engineer and contractor are to be in attendance to review the City's requirements during construction, and requirements once construction is complete.
  
- B.** Prior to a pre-construction meeting, the developer/applicant shall have all applicable approvals from the City of Westerville, City of Columbus or Delaware County Regional Sewer District (regarding sanitary sewer plans) and the Ohio Environmental Protection Agency for earth disturbance (over 1 acre), sanitary sewer and water distribution plans.
  
- C.** Property owner/Developer will be responsible for all inspection fees.
  
- D.** Provide a construction schedule at the pre-construction meeting.
  
- E.** To schedule the pre-construction meeting or to discuss questions related to construction, call (614) 901-6650 and ask to speak with the Engineering Division.



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**5. PROJECT CLOSEOUT REQUIREMENTS**

The following outlines the checklist and process used to close out the project and determine that construction complies with designed construction plans and specifications. The property owner/developer shall maintain the public improvements until the final inspection and Letter of Compliance has been issued by the City.

**REQUIRED ITEMS:**

**IMPORTANT NOTES:**

<b>All of the following items to be submitted through the Online Submission Portal:</b> <i>Links to the Portal and Portal Submission Guide available on the <a href="#">Forms &amp; Applications</a> website.</i>	
<ul style="list-style-type: none"> <li>Request of Project Compliance Letter</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Template document link</a></li> <li>PDF format</li> </ul>
<ul style="list-style-type: none"> <li>Record plans (As-Built)</li> </ul>	<ul style="list-style-type: none"> <li>PDF format (22" x 34") format</li> <li>See Record (As-Built) plan requirements</li> </ul>

*The following are the closeout steps in order:*

- A.** The applicant submits the Request of Project Compliance Letter and draft Record Plan set (As-Built) through the Online Plan Submission Portal.
- B.** Within approximately two weeks, the City conducts an inspection of the improvements. If satisfactory, will issue a Letter of Compliance accepting the improvements. If not satisfactory, will issue a punch list letter. Once all punch list items are completed (by the property owner/developer) and acceptable to the City, the Letter of Compliance will be issued.
- C.** The City is then able to reduce the performance surety (bond, letter of credit or cash escrow) to 3% of the cost of all public improvements for the one year warranty period.
- D.** City completes a final inspection 10 months from the date of the Letter of Compliance.
- E.** If final inspection is satisfactory, City releases the performance surety (bond, letter of credit or cash escrow) back to the property owner/developer and issues a Letter of Final Acceptance. If not satisfactory, the City will issue a punch list letter and the property owner/developer will need to address all items in the letter.
- F.** City returns the As-Built cash escrow to the applicant once the applicant submits an approved and complete set of record plans (As-Built) as listed in the required items.