

# City of Mill Creek

## Public Works and Community Development

### Submittal Requirements and Guidelines for Improvement Plans and Land Subdivision Maps

#### **A. Recorded Legal Documents: Final Plats, Lot Line Adjustments, Short Plats, Binding Site Plans, and Land Surveys**

1. First Map Check: 4 sets of prints (18" x 24")
2. Subsequent Map Checks: 4 sets of prints plus previous redlines
3. Signature Submittal: 2 set of prints plus full size Mylars (Note: a & b)
4. After County Approval: 4 sets of full size prints, return full size Mylars (Note: c)

#### **B. Civil Construction Plans: Preliminary Improvement Plans, Final Improvement Plans, Road, Drainage and Grading Plans**

1. First Plan Check: 6 sets of prints (24" x 36") and 2 copies of drainage report
2. Subsequent Plan Checks: 6 sets of prints plus previous redlines
3. Final Plan Check: 2 set of prints plus full size Mylars for signing (Note: a & b)
4. After Approval: 6 sets of full size prints, 3 sets of 11" x 17" prints, return full size original Mylars (Note: c)

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#### **Notes:**

- a. All print and Mylar submittals shall be full size plans. All items listed under item A shall be prepared by a **professional Land Surveyor** registered in the State of Washington. All items listed under item B shall be prepared by a **professional Civil Engineer** registered in the State of Washington.
- b. All plans shall be prepared in ink on Mylar. Plans shall be first generation drawings, clear and legible. Only original Mylar drawings, reverse reading (4 ml), fix-line photo Mylar, or reverse reading (4 ml) digital Mylar will be accepted. Original Mylar drawings on which stick-ons have been used will not be accepted.
- c. If drawing was produced with AutoCad, the City requires a copy of the map and/or plans supplied on 3.5" disk(s) or CD. After approval, all drawings shall be scanned at 400 dpi with compressed tif images on disk or CD.