



**CITY OF KAMLOOPS
DEVELOPMENT AND ENGINEERING SERVICES DEPARTMENT**

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DESIGN SUBMISSION CHECKLIST* - SUB/BP #

General	Y/N
PLA Letter or Building Permit Review Letter Received and Reviewed	
All items in PLA Letter or Building Permit Review Letter have been addressed	
Drawings	Y/N
Title Sheet c/w 1:50,000 Site Map	
1:5000 Key Plan and Drawing List	
1:500 Lot Layout Site Plan	
1:500 Site Servicing Plan	
1:500 Site Grading Plan	
1:500 Site Drainage Plan	
1:500 H / 1:50V Site Grading X-Section	
1:500 H / 1:50 V Plan and Profile Drawings - Roads and Utilities	
Roads and Street Lighting	Y/N
1:500 H / 1:50 V Plan and Profile Drawings	
Access Locations (Commercial/Industrial)	
Signage and Pavement Markings	
Streetlight Layout Plan	
Streetlight Calculations	
Sidewalk Plan and Profile	
Bicycle Path Plan and Profile	
Walking Trail Plan and Profile	
Curb Return Details	
Sight Line Calculations	
Traffic Impact Assessment	
Transit Facilities/Bus Stops	
Barrier Warrants	
Completion of Appendix D: Design Submission Checklist in Section 6.0 Roads of Design Criteria Manual	
Water	Y/N
Water Calculations	
Fire Flow Calculations	
Hydrant Locations	
Main Sizes	
Sanitary	Y/N
Sanitary Capacity Review	
Sanitary Calculations	
Manhole Locations and Spacing	
ID Lots that do not have gravity sewer connections	
Drainage	Y/N
Lot Grading Plan	
Siltation Control Plan	
Stormwater Management Plan	
Drainage Capacity Review	
Storm Calculations	
On Site Overland Flood Routing	
Off Site Overland Flood Routing	
Overland Flood Routing X-Sections and Details	
Manhole Locations and Spacing	
Catch Basin Locations and Spacing	
External Utilities	Y/N
Hydro Design	
Telephone Design	
Cable Design	
Gas Design	
Government Agency Approvals	Y/N
Canada Post	
Ministry of Environment	
Riparian Area Regulations (RAR)	
Department of Fisheries and Oceans	
Ministry of Transportation and Infrastructure	
Interior Health Authority	
Other	Y/N
Garbage Bin and Recycling Bin Enclosures	
Geotechnical Engineering Review and Report	
Corrosive Soils Review and Report	
Have all applicable Design Criteria requirements been met (If NO, list items and explanation on separate letter)	

* All design criteria listed above are required for an application to be considered complete. If any criteria are not included provide an explanation and estimated time frame for submission. Incomplete applications may not be processed until all required information has been supplied.