

# Works & Services Initial Design Submission Checklist

**Overview:** This checklist is a guide to assist engineers with their initial works and service submission of plans and supporting documents required for Subdivisions.

RE: \_\_\_\_\_  
*Project Address and Name*

The drawings submitted are in support of: Subdivision

### Submission considerations:

Please ensure the information required is included prior to submission. Incomplete submissions will be returned without being reviewed. **Return this sheet with your submission.**

The information submitted must comply with the drawing standards and requirements as described in the City of Nanaimo Manual of Engineering Standards & Specifications (MoESS). The complete manual is available on the City's web site: [Manual of Engineering Standards and Specifications](#).

### Information required for every design submission:

	Submitted
Certification of Design (MoESS Appendix G)	<input type="checkbox"/>
PDF submission of detailed design drawings (as described in MoESS 1.01)	<input type="checkbox"/>
A complete set of design drawings shall consist of separate drawings of some or all of the following as determined by the City Engineer:	<input type="checkbox"/>
a) Site plan and key plan	<input type="checkbox"/>
b) Plan and profile for roads, drainage and storm sewers	<input type="checkbox"/>
c) Plan and profile for sanitary sewers and watermains	<input type="checkbox"/>
d) Plan and profile for sanitary and storm sewers for common trench designs	<input type="checkbox"/>
e) Plan of proposed street lighting and calculations	<input type="checkbox"/>
f) Plan of proposed hydro, telephone, cablevision and gas	<input type="checkbox"/>
g) Plan of proposed signage and pavement markings	<input type="checkbox"/>
h) Plan of proposed landscaping and irrigation	<input type="checkbox"/>
i) Plan of proposed sanitary sewer tributary area plan & designs calculations	<input type="checkbox"/>
j) Plan of proposed storm sewer tributary area plan & design calculations	<input type="checkbox"/>

## Works & Services Initial Design Submission Checklist

### Information required for every design submission continued:

- |                                     |                          |
|-------------------------------------|--------------------------|
| k) Plan of proposed site grading    | <input type="checkbox"/> |
| l) Stormwater management plan       | <input type="checkbox"/> |
| m) Erosion & Sediment Control Plans | <input type="checkbox"/> |
| n) Tree Management Plan             | <input type="checkbox"/> |

Submitted by:

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_