CHESTERMERE

SUBDIVISION DRAWING SUBMISSION CHECKLISTS

Subdivision (including phase):_____

Engineering consultant:_____

Date received: _____

Preliminary Construction Drawing Submission

- ☐ One detailed **cover letter** including name of project, description of the project, and an engineering design brief.
- ☐ Two bound hard copies and one pdf copy of all **design reports**
- ☐ Two full-sized hard copies and one pdf copy of **engineering drawings** (taped and bound)
- ☐ Two full-sized hard copies of **cover sheets** only (taped and bound)

Final or Revised Final Construction Drawing Submission

- ☐ One detailed **cover letter** including name of project, type of submission (final or revised final), and a written response to all comments provided by the Town
- ☐ Two bound copies and pdf copy of any revised **design reports**
- ☐ Preliminary **construction schedule** (Gantt chart) and **cost estimate**
- ☐ Two full-sized hard copies, one pdf copy, and one CAD copy of **engineering drawings** (taped and bound)
- ☐ Two full-sized hard copies of **cover sheets** only (taped and bound)
- ☐ One 11x17 hard-copy set of all drawings (taped and bound)

As-Built Submission

- ☐ One **cover letter** including name of project, type of submission, and any other applicable information
- ☐ Two full-sized hard copies, one pdf copy, and one CAD copy of **as-built drawings** (taped and bound)

- Refer to Town of Chestermere's *Engineering Design and Construction Standards* for detailed information on each requirement.
- All drawings and reports submitted to the Town of Chestermere are to be signed and sealed to ensure a detailed review has been completed by the responsible engineer of record prior to submission.
- All drawings must include the issue/revision number and date of submission.
- Revisions to drawings that are currently under review will not be accepted.
- Allow 30 days **for each review of engineering drawings.**

105 Marina Rd, Chestermere, Alberta T1X 1V7
P: (403) 207-7073 F: (403) 207-7080
www.chestermere.ca