



**DELAWARE COUNTY ENGINEER'S OFFICE (DCEO)  
GENERAL DESC PERMIT SUBMITTAL COVERSHEET**

**- MUST BE INCLUDED WITH ALL SUBMISSIONS -**

**PROJECT NAME:** \_\_\_\_\_ **TRAKi#** \_\_\_\_\_  
(if the project name has changed, please include the name used for the prior submission) (to be assigned at first submittal per project type)

**PROJECT TYPE:** \_\_\_\_\_ **PROJECT SUBTYPE:** \_\_\_\_\_

**Project Contact Name** (please print) \_\_\_\_\_ **Phone Number** \_\_\_\_\_ **Email Address** \_\_\_\_\_ **Date** \_\_\_\_\_

**Total Site Acreage:** \_\_\_\_\_ **Total Disturbed Acreage:** \_\_\_\_\_ **Receiving Watershed:** \_\_\_\_\_

**ITEMS FOR SUBMITTAL (INCOMPLETE SUBMITTALS WILL BE RETURNED)**

**REQUIRED FOR ALL SUBMITTALS:**

- General DESC Permit Submittal Coversheet
- Final Engineering Plans with SWPPP
- Stormwater Report

**IF APPLICABLE:**

- Fees Paid: Check Electronic N/A (no charge item)  
(Checks submitted by mail should be payable to "Delaware County Engineer." Online payments can be made at: <https://client.pointandpay.net/web/DelawareCountyEngineerOH>)
- Exhibit D - Drainage Maintenance Cost Estimate
- Drainage Maintenance Petition
- Commercial DESC Bond
- Supplemental Documents (list below):

All plan review documents shall be submitted electronically via emailed sharelink (FTP link, dropbox link..etc) to [ksimmons@co.delaware.oh.us](mailto:ksimmons@co.delaware.oh.us) and must include this review submittal coversheet.

\_\_\_\_\_ Hard Copy Electronic

**GENERAL DESC PERMIT FEE**

- Residential Subdivision** (\$500 + [\$20 x Total Site Acreage])
- Residential Subdivision - Common Access Drive** (\$500 + [\$20 x Disturbed Site Acreage])
- Condominium, Multi-Family, Commercial or Industrial Development** (\$500 + \$200 Bond Admin + [\$20 x Total Site Acreage])
- Road Widening** (\$500 + [\$20 x Disturbed Site Acreage])

**Backcheck Submission** (No Charge)

**Change Order/Plan Revision** (\$50/SWPPP Sheet) \_\_\_\_\_ **Number of SWPPP Sheets:** \_\_\_\_\_

**Total Fee** \_\_\_\_\_ \$

Delaware County Engineer's Office, 50 Channing Street, Delaware, Ohio 43015  
(740) 833-2400 • <https://engineer.co.delaware.oh.us>



## **Review Submittal Coversheet Instructions**

A Review Submittal Coversheet must be submitted with all plans, plats, reports, and supporting documents to be reviewed by the Delaware County Engineer's Office. An application cannot be considered complete unless all required and related items are included, and review fees are paid. For information on development processes, example sets, plan review checklists, typical conveyance language, and other resources, visit <https://engineer.co.delaware.oh.us/development/development-resources/>.

### **Project Information**

Every submittal must include a project name, type, and subtype. Additional fields to complete include submittal designation, and a TRAKiT number, which may or may not be applicable as described in more detail below. Each field can be filled or completed in PDF editing software or handwritten manually in the provided space. However, any information entered manually must conform to the designations that follow.

**Project Name:** the name by which the applicant wishes the project to be referred. Please enter a unique, descriptive name that can be used throughout the development process. If circumstances require a project name change after DCEO has already received a different name, please include both names on this line in the format: Project Name (Previous Project Name).

**TRAKiT#:** the number assigned by the DCEO TRAKiT system. This number will be assigned by DCEO following the first submission per project type and therefore will not be filled out by the applicant until a subsequent submission.

**Project Type:** the TRAKiT designation for all Project will be General DESC Permit.

**Project Subtype:** an additional field to identify what kind of development document is being submitted. Allowable project subtypes include Subdivision Residential, Subdivision Residential - CAD (Common Access Drive), Commercial Site, Industrial Site, Condominium or Multi-Family or Road Widening.

**Submittal Designation:** a field to the right of the project subtype is provided as the submittal designation field OR the aforementioned description for an "other" subtype. For most project types, the submittal designation field will be used to indicate a First, Backcheck, Final, Change Order, or As-Built submittal. For any project submittal of a Type that has not yet been reviewed by DCEO, the "First Submittal" designation should be used to indicate a new kind of project submission that does not yet have a TRAKiT number, which will be assigned by DCEO upon receipt of all required documents. After a plan has been reviewed by DCEO and returned to the applicant for revisions and those revisions have been performed, the plan can be resubmitted under the same project type with the "Backcheck" designation and must include the TRAKiT number that was provided by DCEO at the first review.

### **Project Contact Information**

The responsible party for submitting all documents for review, whether property owner, developer, engineer, or other design professional, must complete the Project Contact portion of the Review Submittal Coversheet with the printed name, phone number, and email address of an individual familiar with the project. The date of submittal must also be completed to establish the review time-frame from the DCEO. The information provided in this section will be used as the primary contact for all review comments, requests for more information, and any other required communication regarding the project by DCEO.