



Preliminary Engineering Checklist

Revised: 09/04/2026

PROJECT NAME:

YES	NO	N/A	GENERAL PROJECT INFORMATION
☐	☐	☐	Review fees submitted before beginning the review.
☐	☐	☐	Review Coversheet. (Article IV)
☐	☐	☐	Development Plan. (Article IV)
☐	☐	☐	Stormwater Report. (Article IV)
☐	☐	☐	Correct File Names. (Article IV)
☐	☐	☐	Completed Checklist. (Article IV)
☐	☐	☐	Mailbox NDCBU locations shown.
☐	☐	☐	All sump pumps/roof drain to rear lot system. (Article IV)
☐	☐	☐	No coring of the curb is shown. (Article IV)
☐	☐	☐	24" cover over pipe to subgrade is shown. (Article XI)
YES	NO	N/A	ARTICLE III REQUIREMENTS
☐	☐	☐	Name of Subdivision or Development. (Article III)
☐	☐	☐	Range, Township, Quarter Township, Farm Lot, USML/VMS. (Article III)
☐	☐	☐	Location Map showing at least to the nearest intersection. (Article III)
☐	☐	☐	North Arrow. (Article III)
☐	☐	☐	Written and graphical bar scale. (Article III)
☐	☐	☐	Name, address, telephone number, and email address of Owner. (Article III)

☐	☐	☐	Name, address, telephone number, and email address of the Design Engineer. (Article III)
☐	☐	☐	Total Development Acreage. (Article III)
☐	☐	☐	Number and location of lots. (Article III)
☐	☐	☐	Development Density, as defined in Article VI. (Article III)
☐	☐	☐	Plan shows section/phase lines. (Article III)
☐	☐	☐	Variance Table. (Article III)
☐	☐	☐	Traffic Impact Study that includes Projected ADTs, widths and classifications for all proposed streets, traffic volumes for turning movements at all intersections, AM & PM peak hour counts, current TIS used to determine warrants for traffic control devices, turn lanes, acceleration lanes, etc. Account for offsite traffic and cut through traffic, current and future ADTs for existing public roads, analysis on impact to existing public roads, commercial traffic based on ITE Manual, preliminary sight distance exhibits (if submitted prior to Preliminary Engineering Plan), also submit to ODOT or other review agencies if necessary. (Article III)
☐	☐	☐	Typical Sections match County Standards. (Article III)
☐	☐	☐	Centerline Profile. Note: Minimum slope 0.50%, Maximum slope per Table 601 - 4% level, 8% rolling. (Article III)
☐	☐	☐	Vertical curves required. Note: Design speed 25;1.85% maximum change, 30;1.30%, 35;0.95%, 40;0.75%, 45;0.55%, 50;0.45%. (Article III)
☐	☐	☐	Sag curves. Note: Design speed 25;k=26, 30;k=37, 35;k=49, 40;k=64, 45;k=79. (Article III)
☐	☐	☐	Crest curves. Note: Design speed 25;k=12, 30;k=19, 35;k=29, 40;k=44, 45;k=61. (Article III)
☐	☐	☐	Post development safety with traffic control devices and pedestrian traffic flow considerations. (Article III)

☐	☐	☐	All existing utilities and easements, including access easements. (Article III)
☐	☐	☐	Design Speeds and Road Classifications. (Article III)
☐	☐	☐	Stationing every 100-ft at PCs/PTs and at intersections. (Article III)
☐	☐	☐	Horizontal curve data with radii and delta angles, cul-de-sacs. (Article III)
☐	☐	☐	Pavement and Right-of-Way widths. (Article III)
☐	☐	☐	Existing topography with 2-ft minimum contours with sewer systems, 1-ft minimum for on-site sewage treatment. (Article III)
☐	☐	☐	Sight distance exhibit in accordance with Article VI. (Article III)
☐	☐	☐	Terrain Classification. (Article III)
☐	☐	☐	Extent of grading/clearing limits. (Article III)
☐	☐	☐	Location of sanitary & storm sewers, waterline, and flood routing. (Article III)
☐	☐	☐	Adjoining parcels, with parcel lines within 50-ft of tract boundaries and existing roads within 200-ft of tract boundaries. (Article III)
☐	☐	☐	Proposed street connections to existing or future development. (Article III)
☐	☐	☐	T-turnarounds and temporary roads shown. (Article III)
☐	☐	☐	Stormwater Tributary Maps. (Article III)
☐	☐	☐	Narrative. Note: Preliminary engineering must include a narrative discussing and identifying any problems the design engineer/owner are aware about which affect the feasibility of the project. (Article III)
YES	NO	N/A	FOR INTERNAL USE ONLY
☐	☐	☐	County Engineer Plan Markups stamp has been applied.

☐	☐	☐	Notice to Proceed has been completed.
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