

PUBLIC WORKS PLAN REVIEW SUBMISSION STANDARDS

1. Transmittal Letter

A transmittal letter must be provided with the submission package. The transmittal letter shall clearly identify each file that is being provided.

2. File naming convention

Files shall utilize the following naming convention:

YYYYMMDD File Identifier Grading Permit Number (if Known) Project Name

- The date shall be the date the submission is transferred to the Public Works department (via email to LDSubmittals@RochesterMN.gov)
- Acceptable File Identifiers are:
 - Civil Plans
 - Stormwater Management Plan (SWMP)
 - Individual Lot Residential Grading Plan (ILGP)
 - Geotech Report
 - Mass or Interim Grading Plan (M/IGP)
 - SWPPP
 - Comment Responses
- Documents other than those listed here may be labeled according to their document type, as needed (ex. PLAT, Certificate of Survey, etc.)

3. No Duplicates, No Folders

In no case shall duplicate files be provided. The Civil Plans shall contain all plan sheets relevant to the proposed construction activity, including the site plan, landscape plan, utility plans, etc. Do not provide individual plan sheets as separate files. The SWMP shall contain all model reports and drainage maps as appendices. Do not provide model reports and drainage maps as separate files. Files shall not be contained within folders. The transmitted files shall be contained in one zipped folder or shall be available to download as individual files. No subfolders.

4. Model files (such as HydroCAD files) shall be provided with each submission.

5. Email submission packages to LDSubmittals@RochesterMN.gov

The owner/applicant/applicant's representative is responsible for reading, understanding, and following these plan review submission standards. **FAILURE TO FOLLOW THESE SUBMISSION STANDARDS WILL RESULT IN REJECTION OF THE SUBMISSION.**