Express Review Checklist

- [x] All plan sheets must be submitted in proper landscape orientation.
- [x] Plan sheets shall be titled clearly.
- [x] Additional information, separate from the plan sheets, shall be submitted as separate pdf files (ex. Stormwater Management Plan, Owner Affidavits, Traffic Studies, Com Checks, etc.)
- [x] Plan sets should start with a cover sheet that contains an index of drawings.
- [x] In each review cycle, the **applicant shall respond to each issue** generated by staff that remains open. Please give specific responses to the open issues, not generic responses such as "see plan" or "corrected".
- [x] Any resubmittal requires the submission of the COMPLETE set of plans, not only the affected sheets AND also a cover letter that specifies the details of the revision.