Failure to submit a completed C.3/C.6 Development Review Checklist **within 5 business days** of the filing of a Planning and/or Building Permit application, per the instructions below, will cause a delay in the County’s review of your permit application.

The Planning & Building Department will not accept C.3/C.6 Development Review Checklists that are submitted prior to the filing of an associated Planning or Building Permit application.

### Submittal Instructions


2. Complete the Checklist for your project:
   a. For subdivisions, 1 checklist must be completed for each individually proposed lot along with 1 checklist for the overall subdivision (i.e. combined totals of the individually proposed lots). For example, a 3-lot subdivision will require 4 checklists.
   b. For all projects, please complete the first two pages of the form, and follow the instructions from Table I.B.2 to complete and attach relevant Worksheets.

3. Email the completed checklist(s) to drainage@smcgov.org. The subject line of the email must include the following components:

   C3C6 Form, <PLN or BLD case number>, <Version number of form>

   Example Subject Line: C3C6 Form, PLN2018-00001, V1
   Example Subject Line: C3C6 Form, BLD2018-00001, V2

   You must assign a Version (V) number to track how many revised forms are submitted:

   Version 1 = V1 = 1st/initial C.3/C.6 form submittal
   Version 2 = V2 = 2nd C.3/C.6 form submittal (revised form submittal)
   Version 3 = V3 = 3rd C.3/C.6 form submittal (revised form submittal)