



**Urban Forest Management Division (UFMD)
Designated Plans Examiner Second Submission Plan
Submittal Checklist**

Suite 518, Herrity Bldg., 12055 Government Center Parkway, Fairfax VA 22035

Plan Name _____

Plan Number _____

1. Is this plan being submitted within the required DPE time limit?

_____yes _____no
2. Has the Engineer signed the cover sheet indicating the plan is ready for approval?

_____yes _____no
3. Are UFMD comment letters and the Engineer's response letter enclosed?

_____yes _____no
4. Is this plan free of major revisions which would cause a longer review time?

_____yes _____no
5. Has the DPE signed the 2nd submission certificate box on the cover sheet?

_____yes _____no

Contact Reference:

Signature _____

Print Name _____

Phone Number _____

Email _____

If the above is completely filled out and all answers are yes, the plan will be reviewed by UFMD in 14 calendar days after receipt.

Engineers may be requested to meet with the UFMD reviewer to expedite final review.