

Urban Forest Management Division (UFMD)
DPE 2nd 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 6 month 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 Engineer's response letter enclosed?

_____ yes _____ no

4. This plan does not contain major revisions which would cause 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.

To expedite the review, you may be called and expected to meet with the reviewer during this final review.