

INSTRUCTIONS FOR PREPARATION OF CAPITAL PROJECT LID LETTER AND SUPPORTING DOCUMENTS

1. SUBMIT the following documents:

- a. CAPITAL Projects LID Letter
- b. LID Site Diagram (Exhibit 1)
- c. LID Maintenance Guidelines (Exhibit 2)

Submit these documents to your plan checker for approval as to form prior to signing. Plan checker will notify applicant if documents are ready or if corrections are needed.

2. LETTER MUST BE SIGNED. Signatures of owner and maintenance entity are required.

Applicant must provide copy of the signed LID Letter and Exhibits.