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**Engineering Services**

**PLAN SUBMITTAL COVERSHEET**

**DATE Today’s date**

**PROJECT NAME Sample Project Name**

**PROJECT LOCATION From Road to Street**

**% PLAN COMPLETION XX%**

**SUBMITTAL INCLUDES:**

✓ **COMPLETE PLANS PACKAGE**

✓ **MILESTONE CHECKLIST**

✓ **CURRENT COST ESTMATE**

  **SPECIAL PROVISIONS (100% REVIEW ONLY)**

 **CONSULTANT Name**

 **CONSULTANT PM Name**

 **CONSULTANT QA/QC ENGINEER Name, PE**