



INITIAL IMPROVEMENT PLAN CHECK SUBMITTAL APPLICATION

PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION

Effective: April 4, 2016

Applicant: _____
 Contact Name: _____
 Address: _____

 Telephone No. _____
 Email: _____
 Project Location: _____
 Project Name (if applicable): _____

Property Owner: _____
 Contact Name: _____
 Address: _____

 Telephone No. _____
 Email: _____

Civil Engineer: _____
 Contact Name: _____
 Address: _____

 Telephone No. _____
 Email: _____

FOR STAFF USE:
 Date submitted: _____
 Engineering Plan Check No.: _____
 DS Account No. _____
 Accepted by: _____

Plan Check Submittals Applicant Checklist

All applicable items required to complete the submittal package must be included. Applications failing to include one or more required items will not be accepted for processing, unless otherwise approved by City Engineer.

All plans, reports and calculations shall have required signature by licensed registered civil engineer or land surveyor prior to submitting for final plan check and approval.

Additional sets of plans and reports may be requested upon review.

First Plan Check

- Initial Plan Check Deposit \$2,500
- Conditions of Approval
- Approved Fire Master Plan (if applicable)
- 2 sets Improvement Plans of following plans:
 - Street Improvement Plans
 - Water Improvement Plans
 - Landscape Improvement Plans
 - Sewer Improvement Plans
 - Storm Drain Improvement Plans
 - Street Light Plans
 - Traffic Signal Plans
 - Striping and Signage Plans
- 1 set of Engineer's Cost Estimate
- 1 set of Geotechnical Report
- 1 set Drainage Report/Hydrology and Hydraulic Study
- 1 set Sewer Study
- 1 set Final Map and supporting documents
- 1 set Lot Line Adjustment and supporting documents
- 1 set Lot Merger and supporting documents
- 1 set Easement Deed and supporting documents
- PDF and Word file Agreement
- PDF WQMP
- PDF SWPPP and NOI
- Other: _____
- Other: _____

ALL ITEMS IN THE SUBMITTAL PACKAGE MUST ALSO BE SUBMITTED AS PDF FILES ON A CD.

CERTIFICATION: By signing above, I hereby certify that the information furnished above accurately represents the project plans and that additional work may be subject to subsequent review and fees.

Applicant or Authorized Representative Signature Date

Print Name