



LAND DEVELOPMENT DIVISION FIRST SUBMITTAL CHECKLIST IMPROVEMENT PLANS

The submittal package(s) shall include, but not be limited to, the following items based on type:

STREET IMPROVEMENTS

- Transmittal Cover Letter:** which shall include all contact information (i.e. Owner, Applicant, Engineer of Record, etc.) and list all the documents, plans and other items being submitted; it shall indicate that it's a "**1st Plan Check Submittal**" and indicate the Tract/Parcel Map number, the entitlement project number or other City identification number (i.e. PA# or P# and Map #, if available).
- Seven (7)** sets of improvement plans (24" x 36" size) which should include plan sheets containing the **approved** Conditions of Approval text [prepared by a Registered Civil Engineer].
- One (1)** copies of the applicable Traffic Control Plan [prepared by a Registered Engineer].
- One (1)** copy of Engineer's Estimate for Public Improvements [prepared by a Registered Civil Engineer].
- One (1)** copy of the Hydrology/Hydraulic Study (if storm drain included).
- One (1)** copy of all reference plans and documents used.
- Full Plan Check Fee** based on the current Fee Schedule (contact staff for exact amount).

STORM DRAIN, SEWER AND/OR WATER IMPROVEMENTS

- ALL** items listed above with the exception of...
- Three (3)** sets of improvement plans (24" x 36" size) [prepared by a Registered Civil Engineer].

SIGNING & STRIPING w/ TRAFFIC SIGNAL IMPROVEMENTS

- ALL** items listed above with the exception of...
- Two (2)** sets of improvement plans (24" x 36" size) [prepared by a Registered Civil Engineer].

PRIOR TO ISSUANCE OF ENCROACHMENT PERMIT:

- ✓ All inspection fees and any outstanding plan check fees paid;
- ✓ Submittal of a completed Encroachment Permit Application with required Certificate of Insurance, etc.
- ✓ Approved mylars w/ hanging tabs, two (2) bond copies & a digital (pdf) copy on CD must be provided;
- ✓ Submittal of a Public Improvement Agreement (P.I.A.) along with a Faithful Performance & Labor & Material Security Deposit (if applicable);