

City of Moreno Valley/Land Development  
**FIRST PLAN CHECK SUBMITTAL CHECKLIST**

**INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED**  
**PLAN CHECK FEES ARE DUE AT THE TIME OF SUBMITTAL**

PROJECT NO. \_\_\_\_\_

Date: \_\_\_\_\_

**First Submittal Requirements**

1. [ ] TRANSMITTAL LETTER
2. [ ] **MAP SUBMITTALS**  
8 COPIES OF FINAL MAPS AND PARCEL MAPS + \$ ID NO. \_\_\_\_\_
3. [ ] 2 COPIES OF CLOSURE CALCULATIONS
4. [ ] 2 COPIES OF TITLE REPORT (LESS THAN 60 DAYS OLD)
5. [ ] 1 COPY OF ALL REFERENCE MATERIALS (RECORD MAPS, GRANT DEEDS, ETC.)
6. [ ] 1 COPY OF APPROVED TENTATIVE MAP
7. [ ] 2 COPIES OF PROPOSED STREET NAMES WITH 8 1/2 " X 11" MAP SHOWING STREETS
8. [ ] 1 COPY OF APPROVED CONDITIONS OF APPROVAL
9. [ ] **ROUGH GRADING and PRECISE GRADING PLANS** RG ID NO. \_\_\_\_\_ PGP ID NO. \_\_\_\_\_  
8 COPIES OF ROUGH GRADING / EROSION CONTROL PLANS + \$
10. [ ] 8 COPIES OF COMMERCIAL/INDUSTRIAL/MULTI-FAMILY PRECISE GRADING PLANS + \$
11. [ ] 2 COPIES OF PRIVATE IMPROVEMENTS PRELIMINARY ENGINEER'S COST ESTIMATE
12. [ ] 2 COPIES OF SOILS REPORT
13. [ ] 2 COPIES OF HYDROLOGY STUDY & MAP + \$ ID NO. \_\_\_\_\_
14. [ ] 2 COPIES OF HYDRAULICS CALCULATIONS
15. [ ] 1 COPY OF APPROVED CONDITIONS OF APPROVAL
16. [ ] **IMPROVEMENT PLANS**  
7 COPIES OF STREET IMPROVEMENT PLANS + \$ ID NO. \_\_\_\_\_
17. [ ] 2 COPIES OF SEWER AND WATER PLANS + \$ ID NO. \_\_\_\_\_
18. [ ] 6 COPIES OF STORM DRAIN PLANS + \$ ID NO. \_\_\_\_\_
19. [ ] 2 COPIES OF PRELIMINARY ENGINEER'S COST ESTIMATE
20. [ ] **PRECISE GRADING PLANS – MODELS, PRODUCTION, CUSTOM HOMES**  
4 COPIES OF PRECISE GRADING PLANS + \$ ID NO. \_\_\_\_\_
21. [ ] **STORM WATER MANAGEMENT PLANS**  
2 COPIES OF PWQMP – BMP DRAWING + \$
22. [ ] 2 COPIES OF F-WQMP + \$
23. [ ] 2 COPIES OF HYDROLOGY STUDY & MAP FOR TREATMENT CONTROL OF BMP's + \$
24. [ ] 2 COPIES OF HYDRAULIC CALCULATIONS FOR TREATMENT CONTROL OF BMP's
25. [ ] 1 COPY OF LANDSCAPE & IRRIGATION PLAN FOR SPECIAL DISTRICTS
26. [ ] **PLAN CHECK FEES**  
Initial fee collected is calculated using the current fee schedule, preliminary engineer's cost estimate of public and private improvements, and cubic yards shown on rough grading plan or precise grading plan.

Drainage Acreage Tributary to Project ..... \_\_\_\_\_ Ac.  
 Number of Lots (Numbered & Lettered) ..... \_\_\_\_\_ Total  
 Net Grading Earthwork Quantity ..... \_\_\_\_\_ Cu. Yds.  
 Engineer's Cost Estimate for Improvements .....\$ \_\_\_\_\_ (see attached report)

**ESTIMATED FEE DEPOSIT**

**Final Map** – number of lettered and numbered lots \_\_\_\_\_ X \$41 + \$3860 = \_\_\_\_\_ + Planning \_\_\_\_\_

**Rough Grading All Projects** \$1,928 Base Fee + Additional CY = \_\_\_\_\_ + Planning \_\_\_\_\_

**Precise Grading Comm/Ind or Multi-Family** \$1,838 Base Fee + Additional CY = \_\_\_\_\_ + Planning \_\_\_\_\_

**Plus Plan Check Fee for Private Improvements** (1% of Engr's Cost Estimate) = \_\_\_\_\_

**Street Improvements** (per Engineer's Cost Estimate) (4% of 1<sup>st</sup> \$100, 000) = \_\_\_\_\_  
 (3% of next \$150, 000) = \_\_\_\_\_  
 (2.5% of balance of estimate) = \_\_\_\_\_

**Custom Home/Models/Production PG Plans** – No. of lots \_\_\_\_\_ X \$70 + \$1,837 = \_\_\_\_\_ + Planning \_\_\_\_\_

**Drainage Study** – \$48 per Drainage Acres Tributary to Project or a minimum of \$450 = \_\_\_\_\_

**Storm Water Management (Basin - SFR)** – \$1,443 per sheet = \_\_\_\_\_

**Storm Water Management (Treatment Devices - Non-SFR)** – \$1,443 per sheet = \_\_\_\_\_

**Street Lights (Energy Fee)** = \_\_\_\_\_ + Admin \_\_\_\_\_

LOG NO. \_\_\_\_\_ TOTAL FEES COLLECTED = \_\_\_\_\_

**Expedited Fee (If Approved by Land Development) = Regular Plan, Map, and Document Review Fee + 25%**