

2.1 Plan Check Submittal Application – PUBLIC WORKS

Date: _____

Project Number: _____

Project Address (when applicable): _____

Engineer: _____

Developer: _____

Address _____

Address: _____

Contact: _____

Contact: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

1. Submit to Public Works this application filled out along with the number of sets of plans and related items as shown in the table below. Items not relevant to the project submittal may be omitted (i.e. Final Map and related items, if no map is involved). Check the **“TOTAL SUBMITTED”** column for items submitted. When in doubt, include the item.
2. All plan submittals shall be on 24” x 36” bond paper, stapled and folded to 8½ X 11 using the City’s Standard Title Block. Ultimately, final plans shall be submitted for signature on Mylar (0.4 ml).The City will not accept original plans on Sepia, Sepia Mylar, Vellum, Xerox Mylar, or stick-on applications.
3. Plan Check submittals must be complete. The Planning Division Approval Letter **MUST** be included to complete your submittal. Partial and/or Incomplete packages will not be accepted for plan check. You will be notified of incomplete submittals.

Total Needed	Total Submitted	Submittal Items
4		Approval Letter / Approval Resolution/Conditions of Approval - Required for first plan check
4		Site Plan
4		Rough or Precise Grading Plans (including Erosion Control Plan)
4		Parcel/Tract Map
2		Preliminary Title Report, not over 30 days old (also required for legal descriptions)
2		Record documents referred to in the title report
2		Map Traverse Calculations and Closures
2		Approved Tentative Map
1		Pertinent reference materials (i.e. deeds, recorded maps, etc.)
4		CC& R's
		Public and Private Improvement Plans
4		Street
4		Water
3		Sewer
3		Storm Drain
3		Other
4		Related Reference Grading Plans
2		Referenced Water and Sewer Plans
2		Cross Section (when widening existing streets)
2		Reference Street Plans, minimum 300 feet off-site
2		Signing and Striping Plans
2		Traffic Signal Plans with special provisions
2		Hydrology/Hydraulic Study
3		Off-Site / On-Site Landscape Plans
4		Legal Descriptions for Easement Deeds, Dedications, etc. with Exhibits and Title Report
2		Traffic Study
2		Soils Report
2		WQMP and SWPPP and copy of NOI (where applicable)
2		Other items not listed (add additional sheet if necessary) Lot Merger