



PLAN CHECK SUBMITTAL APPLICATION

2.1

Date: _____ Project Number: _____

Project Address (when applicable): _____

Engineer: _____ Developer: _____

Address: _____ Address: _____

Contact: _____ Contact: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

1. Electronically submit to Public Works this application filled out along with 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 "**SUBMITTED**" column for items submitted. When in doubt, include the item.
2. All plan submittals shall be 24" x 36", using the City's Standard Title Block and submitted online. 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.

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