



Plan Check Application

- GRADING PLANS (Rough and Precise Grading)**
 PUBLIC IMPROVEMENT PLANS

PROJECT:		
OWNER	DEVELOPER	ENGINEER
Name: _____	Name: _____	Name: _____
Address: _____ _____	Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____	Phone: _____
Email: _____	Email: _____	Email: _____

FIRST SUBMITTAL

APPLICATIONS AND PACKAGES SUBMITTED AFTER 2:00 PM WILL BE COUNTED AS RECEIVED THE FOLLOWING DAY

THE FOLLOWING DOCUMENTS ARE INCLUDED WITH THIS PLAN CHECK SUBMITTAL:

(PLAN CHECK WILL NOT COMMENCE UNTIL ALL DOCUMENTS ARE RECEIVED)

- | | Public
Improvement | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Transmittal letter</u> showing all documents, plans, and supporting items submitted |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of preliminary quantities and cost estimates, along with bond estimate form |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of current preliminary tile report (less than 90 days old) |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan check fee based on current City fee schedule and deposit policies. 60% of the published fee is due at the time of submittal. <u>Plans will not be processed without a fee deposit</u> |
| N/A | <input type="checkbox"/> | Five (5) sets of street improvement plans (24" x 36") |
| N/A | <input type="checkbox"/> | Five (5) sets of sewer and water plans if not included in street improvement plan set (24" x 36") |
| N/A | <input type="checkbox"/> | Two (2) copies of water and sewer studies |
| N/A | <input type="checkbox"/> | Two (2) copies of traffic study when required (see Traffic Impact Study guidelines for further information) |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of the <u>approved</u> conditions of approval (including for CUP, Precise Plan, BZA Memorandum, etc. when applicable) |
| N/A | <input type="checkbox"/> | One (1) copy of all reference material or existing plans used |
| N/A | <input type="checkbox"/> | Two (2) copies of traffic signing and striping plans (May be part of street improvement plan set, if so provide 1 additional copy of Street Plan) |
| N/A | <input type="checkbox"/> | Two (2) copies of traffic control plans (May be a part of street improvement plan set, if so provide 1 additional copy of Street Plan) |

Grading	Public Improvement	
N/A	<input type="checkbox"/>	Street cross sections at 25 foot intervals (as part of the street improvement plan set)
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies of drainage study including the following: <ul style="list-style-type: none"> a. Hydrologic and hydraulic calculations for the 10 year and 100 year storms b. Written introduction c. Discussion and conclusion d. Executive summary e. Hydrology maps for existing and proposed conditions
N/A	<input type="checkbox"/>	Two (2) sets of storm drain plans (if not part of the street improvement plan set)
N/A	<input type="checkbox"/>	Four (4) sets of Public Landscape Improvement Plans (LMD) if applicable
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy non-interference letters
N/A	<input type="checkbox"/>	All applicable easement and right-of-way dedications
<input type="checkbox"/>	N/A	Five (5) sets of rough or precise grading plans (24" x 36").
<input type="checkbox"/>	N/A	Erosion control plan set (may be a part of grading plan set).
<input type="checkbox"/>	N/A	Two (2) copies of soils or geotechnical report (if over 12 months old, an update to the original report will be required).
<input type="checkbox"/>	N/A	Two (2) copies of boundary survey, map or legal description of property.
<input type="checkbox"/>	N/A	Two (2) copies of WQMP when applicable.

OTHER REQUIRED DOCUMENTS WHEN APPLICABLE:

- N/A Conditions of Approval, including for CUP, Precise Plan, BZA Memorandum, etc.
- N/A Retaining wall plans (included in grading plan set).
- N/A Two (2) sets retaining wall calculations.
- N/A One (1) copy Phase I and Phase II environmental studies.
- N/A One (1) copy Scale Broom Weed letter.
- N/A One (1) copy Storm Water Pollution Prevention Plan (SWPPP).
- N/A Approved CLOMR.
- N/A Off-site permission to grade letters.

I understand that plan check will not commence until all required documents are received.

Signature

Date

Name (printed)



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OWNER	DEVELOPER	ENGINEER
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Address: _____ _____	Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____	Phone: _____
Email: _____	Email: _____	Email: _____

SECOND OR THIRD SUBMITTAL

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- | Grading | Public Improvement | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Signed and notarized bond forms and agreements |
| <input type="checkbox"/> | <input type="checkbox"/> | Council exhibits for bond forms and agreements (see sample online or at Public Works front counter) |
| <input type="checkbox"/> | <input type="checkbox"/> | Payment of plan check fee balance |
| <input type="checkbox"/> | <input type="checkbox"/> | Revised Plans – the number of plan copies submitted should be equal to the number of redlined plans received back at first check plus one additional copy for file purposes |
| <input type="checkbox"/> | <input type="checkbox"/> | All original redlined comments / plans from previous submittal |

FINAL SUBMITTAL

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(PLAN CHECK WILL NOT COMMENCE UNTIL ALL DOCUMENTS ARE RECEIVED)

- | Grading | Public Improvement | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Mylars of approved plans |
| <input type="checkbox"/> | <input type="checkbox"/> | Digital file of improvement plans (DXF/DWG format), unless scanning fee has been paid |
| <input type="checkbox"/> | <input type="checkbox"/> | Remaining / outstanding original redlined plans |

I understand that plan check will not commence until all required documents are received.

Signature

Date

Name (printed)