



## CHECKLIST: SUBDIVISION IMPROVEMENT PLAN SUBMITTAL

PROJECT NAME: \_\_\_\_\_ SUBMITTAL DATE: \_\_\_\_\_

APPLICANT SHALL SIGN HERE TO CERTIFY COMPLETENESS OF SUBMITTAL: \_\_\_\_\_

**INITIAL SUBMITTAL:** *All requested items shall be included with submittal or will be returned without review.*

- Letter to the City Engineer requesting any proposed deviation to City Standards. For each deviation, the letter shall clearly define the need for the deviation, outline the alternatives considered, and discuss why the proposed solution was chosen to justify the requested deviation.
- 9 hard copy sets and 1 PDF file of improvement plans – at a minimum, include the following:
  - City Standard Details and Notes (contact PW staff for most current version)
  - Typical Street Sections
  - Utility Plan
  - Flushing/Disinfection Plan for Domestic Water System
  - Grading Plan
  - Plan & Profile (include street names)
  - Signing & Striping Plan
  - Street Lighting Plan
  - Erosion & Sediment Control Plan
  - Stormwater Control Plan & Report
- Offsite Improvement Plans required for project (*if applicable*)
- Storm Drainage Watershed Map and Hydraulic Calculations, and Storm Drainage Master Plan per Section DS4-01D of City Standards (*if not already submitted during the Tentative Map process*)
- Sanitary Sewer Study, including hydraulic calculations for all additions to the sanitary sewer system per Section DS-6.01E of City Standards (*if not already submitted during the Tentative Map process*)
- Project Geotechnical Report
- Approved Tentative Map and Conditions of Approval
- Preliminary Plan Check and Inspection Fee (*See Development Engineering Division Fee Sheet*)
- Final Map Submittal (*this may be deferred if approved by City staff*)
  - 14 sets and 1 PDF File of Final Map
  - 1 set of complete Boundary, Lot and Centerline Closure Calculations
  - 1 PDF copy of the current Title Report
  - Map Check Fee (*See Development Engineering Division Fee Sheet*)

**2<sup>nd</sup> SUBMITTAL\*:** *All requested items shall be included with submittal or will be returned without review.*

- 1<sup>st</sup> submittal comments (hard copy & PDF file)\*
- Joint Trench Plans
- Landscape Plans
- PDF file of any submitted plans
- Water modeling (Requirement will be determined by Utilities Department)
- Wall calculations as applicable per DS8-03 of City Standards

**\*NOTE:** Each resubmittal requires all plan revisions to be distinguished by “CLOUDING” all changes from the previous submittal; revisions done in response to City comments need not be “clouded”. The submittal shall also include: 1) both a hard copy and PDF file of the City’s previous submittal comments; (2) hard copies (# as required by the City) and PDF file of submitted plans; and 3) Landscape Plans.

**PRIOR TO PLAN APPROVAL:** *Below items shall be submitted prior to submitting mylars for City signature:*

- Approved Studies and Reports (Storm Drainage, Sewer, Water, Stormwater Control Plan, etc.)
- Street Lighting Plan (*including street light numbers provided by PG&E*)
- WDID# from the State Water Resources Control Board (WDID # listed on the mylars)
- CAD files of final improvement plans