



LAND DEVELOPMENT DIVISION FIRST SUBMITTAL CHECKLIST IMPROVEMENT PLANS

The submittal package(s) shall include, but not be limited to, the following items based on type:

STREET IMPROVEMENTS

- 1st Submittal Application** (subsequent submittals require a *Transmittal Cover Letter*, see below)
- Transmittal Cover Letter:** which shall list all the documents, plans and other items being submitted; it shall clearly indicate the number of submittal (i.e. “2nd Submittal” or “Mylar Submittal”) and any changes to the contact information (if applicable).
- Eight (8)** sets of street improvement plans (24” x 36” size) which should include City maintained storm drain system, street lights and signing & striping (if applicable) and plan sheets containing the **approved** Conditions of Approval & Mitigation Measures text [prepared by a Registered Civil Engineer].
- One (1)** copy of the applicable engineered Traffic Control Plan [prepared by a Registered Engineer].
- One (1)** copy of Engineer’s Estimate for Public Improvements [prepared by a Registered Civil Engineer].
- One (1)** copy of the Hydrology/Hydraulic Study (if storm drain included).
- One (1)** copy of all reference plans and documents used.
- Full Plan Check Fee** based on the current Fee Schedule (contact staff for exact amount).

RCFC STORM DRAIN, SEWER AND/OR WATER IMPROVEMENTS

- ALL** items listed above with the exception of...
- Four (4)** sets of plans (24” x 36” size) [prepared by a Registered Civil Engineer].
 - These plans do not require plan sheets containing the COA’s and Mitigation Measures.

TRAFFIC CONTROL OR TRAFFIC SIGNAL PLANS

- ALL** items listed above with the exception of...
- Two (2)** sets of plans (24” x 36” size) [prepared by a Registered Civil Engineer].
 - These plans do not require plan sheets containing the COA’s and Mitigation Measures.

PRIOR TO ISSUANCE OF ENCROACHMENT PERMIT:

- ✓ All inspection fees and any outstanding plan check fees paid;
- ✓ Submittal of a completed / signed Encroachment Permit Application.
- ✓ Approved mylars w/ hanging tabs, two (2) paper copies & a digital (pdf) copy on CD must be provided;
- ✓ Approved traffic control plan (if applicable).
- ✓ Approved Certificate of Liability Insurance (General Contractor only) & valid City Business License (for General & all Subcontractors).
- ✓ Approved Public Improvement Agreement (P.I.A.) along with a Faithful Performance with Labor & Material Security Deposit (if applicable).