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 ENTRANCE 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).