



City of Corona Development Services Plan Check Submittal Checklist For:
Precise Grading Plans, Erosion Control Plans & Public Improvement Plans

The plan check submittal check list shall be completed by the applicant, signed and submitted with each plan review submittal. The list of items below are intended to assist an applicant in providing a complete plan review submittal to the city.

The omission of any required items listed is Section One below will be considered an incomplete submittal and will not be accepted for review.

The items listed in Section Two indicate the information required on plan submittals. The omission of these items may result in additional plan review corrections.

The department encourages applicants to submit plan reviews using the city's on-line plan review submittal software, ProjectDox. Applicants submitting paper reviews to the city shall provide 5 sets of plans for each plan review. Technical studies shall be submitted in an electronic format on a flash drive.

Project Name or Identification: _____ Location: _____

Category	Applicant Verification (Check applicable column for each item)							Staff Verification (For Staff Use Only)			
Section One Precise Grading Plan (PGP) Submittal Checklist	Provided				Date Provided				Received		
	Yes	No	N/A	1 st Review	2 nd Review	3 rd Review	4 th Review	Yes	No	N/A	
	➤ Precise Grading and Erosion Control Plans on 24" by 36" size sheets										
➤ Grading Quantity Estimate on the City form											
➤ Grading Bond Estimate on the City form											
➤ Preliminary title report (less than 90 days old)											
➤ Soils or Geotechnical Report											
➤ Acknowledgment Concerning Employment of Registered Civil Engineer and Technical											



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Section One	Provided							Received		
Precise Grading Plan (PGP) Submittal Checklist	Yes	No	N/A	Date Provided				Yes	No	N/A
				1 st Review	2 nd Review	3 rd Review	4 th Review			
Consultants form signed by the owner										
The following document may be required for the project and should be submitted with the Precise Grading Plans. The approval of the grading plans may be delayed until the following items are submitted and/ or approved.										
	Yes	No	N/A	Date Provided				Yes	No	N/A
				1 st Review	2 nd Review	3 rd Review	4 th Review			
➤ Drainage Study										
➤ Water Quality Management Plan (WQMP)										
➤ Storm Water Pollution Prevention Plan (SWPPP)										
➤ Retaining Wall plans including structural calculations (may be incorporated into the PGP)										
➤ Scale Broom weed letter										
➤ Non-interference letters										
➤ Offsite permission to grade										
➤ Approved Conditions of Approval										
➤ Approved Conditional Letter of Map Revision (CLOMR)										



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Category	Applicant Verification (Check applicable column for each item)							Staff Verification (For Staff Use Only)		
Section Two										
Minimum Requirements for Grading and Erosion Control Plans & Public Improvements	Yes	No	N/A	Date Provided				Yes	No	N/A
				1 st Review	2 nd Review	3 rd Review	4 th Review			
General:										
➤ Prepared by a Registered Civil Engineer (stamp on each sheet)										
➤ City of Corona standard Title Block (filled in)										
➤ Sheet layout is Arch D, 24 inches by 36 inches										
➤ Sheet numbers are integers (no letters or decimals)										
➤ Minimum text size is 0.1 inches on plans, 0.06 inches permitted as needed in the title block										
➤ Plans shall use an engineering scale (typically 1"=20')										
➤ Proposed improvements shown with black ink, existing improvements grey/ faded and dashed										
➤ No color or graphics										
➤ Reference drawings listed in the Title Block										
Title Sheet:										
➤ Plan title at the center-top, with Address/ Map/ APN and "City of Corona"										
➤ City Grading Plan General Notes										
➤ Sheet Index										



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				1 st Review	2 nd Review	3 rd Review	4 th Review			
➤ Name, address and telephone number of owner, design engineer, soils engineer and/or geologist.										
➤ Vicinity Map oriented north, showing at least two major cross-streets										
➤ Index or Location Map to scale (typically 1"=60') showing: <ul style="list-style-type: none"> a. Full project boundary b. APNs and land use for the project and adjacent properties c. Location of fire hydrants d. Existing buildings and improvements to remain (greyscale) e. Proposed improvements associated with plan set (black) 										
➤ Full legal description of the property as shown in the title report, with Assessor's Parcel Number (APN)										
➤ Declaration of Engineer of Record										



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➤ Statement from Soils Engineer or Geologist acknowledging review of the plans										
➤ Complete list of construction and demolition notes with quantities (no erosion control notes)										
➤ Estimated earthwork quantities (cut and fill), total site acreage, total disturbed area, and zoning										
➤ Current list of utilities and contact numbers										
➤ Legend and abbreviations used on the plan										
➤ Digalert 811 Logo										
➤ Benchmark Name and Description										
➤ Note disclosing the need for a sewer backflow preventor or water PRV for buildings										
➤ Waste Discharge Identification Number (WDID No.) in the lower right area above the title block										
Plan Sheets										
➤ North arrow and graphic scale										
➤ All text is legible including topography										



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➤ Property lines with the distances, bearings, and curve data for each segment										
➤ Existing right-of-way street names, and dimensions from the centerline to curb/pavement limit and property line										
➤ Proposed easements and street dedications										
➤ All plottable easements from the title report										
➤ APNs of adjacent properties										
➤ Location of existing and proposed utilities with material and size labeled										
➤ Accurate contours of the existing ground and area drainage (based on a field survey)										
➤ All structures, building pads, utilities, storm drain, public improvements, and prominent terrain features, including structures and pads on adjacent properties										
➤ All proposed concrete and asphalt flatwork, including										



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driveways and equipment pads										
➤ Detailed finished grade elevations										
➤ Location of flowlines, grade breaks, and ridgelines										
➤ Details of all proposed surface and subsurface drainage devices										
➤ Slopes on drainage pipes for each grade and direction change										
➤ Proposed building footprint(s) with pad and finish floor elevations (no interior linework)										
➤ Location of deepened footings										
➤ Building complies with California Building Code (CBC) 1804.4 and 1808.7.4										
➤ Compliance with the minimum requirements of Standards 217 and 218										
➤ Setback distances between structures, property lines, and slopes										
➤ Typical cross-sections at property lines										



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➤ Details of proposed slopes of cut or fill surfaces (ratio of horizontal distance to vertical distance)										
➤ Daylight lines or project limits										
➤ Show the rim elevation for the upstream sewer manhole										
➤ Existing and proposed fences and walls										
➤ Retaining wall top of wall (TW), top of footing (TF) and finish surface (FS) elevations to determine the overall height of the walls at various locations										
➤ Proposed retaining wall structural section(s) when constructed with these plans										
➤ Proposed retaining wall section(s) clearly labeled on the plan where they apply										
➤ Details of keying and benching of fill materials										
➤ Note that new fences and walls are "per separate permit"										
Erosion Control Plans:										
➤ City Erosion Control Notes										
➤ Erosion control construction notes with quantities										



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➤ Site plan showing the proposed project improvements including building footprints (no interior linework) and surface drainage features										
➤ Location of flowlines, grade breaks, and ridgelines										
➤ Perimeter and interior erosion control BMPs to prevent the transport or runoff of sediment by wind and rainfall										
➤ Erosion control construction details (e.g. CASQA standards)										
➤ Stabilized construction entrance per City Standard 225										
➤ Location of waste management, concrete washout, and stockpile areas when applicable										
Public Improvements: (Public improvements for service connection and frontage improvement may be shown on grading plans for single-family custom home projects. See separate checklist for all other projects.)										
➤ Water connections and/ or improvements										
➤ Sewer connection										
➤ Complies with Utility Department Design Policy										



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➤ Street, sidewalk, and street light improvements										
➤ Public drainage improvements										
➤ Note the public improvements require a separate encroachment permit										
➤ City standard referenced in construction notes with type (when applicable)										
➤ Details provided for all non-standard improvements										
➤ Widths identified for driveways and sidewalk										
➤ Clearance for ADA around obstructions										
➤ Street cross-sections every 25-feet when paving is required										
➤ Traffic study										

I, the undersigned, have understood the above information, verified each item is included in the submittal package and that the plans are complete and eligible for plan check.

Applicant Name: _____

Applicant Signature: _____

Date: _____