



# Public Improvement Plans — from start to finish —



## Public Improvement Plan Review and Encroachment Permit Process

The purpose of this handout is to provide a comprehensive outline of the city's plan review and permit process for public improvement plans. A property owner or developer should use the information provided in this handout when selecting an engineer and contractor to perform the scope of work associated with the plan review process. Applicants are encouraged to submit the requirements listed in digital format to Development Services to reduce processing time.

### 1) Required Submittals:



Public improvement plans and supporting plans and studies are submitted through the Development Services counter. **To prevent delays in the plan review process, all required plans and documents should be submitted at the same time.** The following supporting plans and documents may be required and should be submitted with the **Public Improvement Plans**, or it may delay approval of the project:

- **Traffic Control Plan**
- **Drainage Study**
- **Water and Sewer Studies**
- **Public Landscaping Plan**
- **Traffic Improvement Plan**
- **Easement and Right-of-Way Dedication**
- **Water Quality Management Plan (WQMP)**
- **Storm Water Pollution Prevention Plan (SWPPP)**

All submittals require the payment of plan check fees unless otherwise noted. Fees can be found in the [Development Services \(previously Public Works\) fee schedule](#). Each submittal will be assigned an individual plan check number.

### 2) Plan Review & Turnaround Time:



#### Public Improvement Plans

Reviewed by the Development Services, the Utilities Department, and the Public Works Department- Traffic and CIP Divisions as needed

- Submittal requirements are found in the Plan Check Policy and the Public Improvement Plan Submittal Checklist (coming soon). City forms and documents can be found on the [Development Services webpage](#).
- A single public improvement plan can contain one or more disciplines of work including streets, street lights, water, recycled water, sewer, storm drain, etc.
- Submittals shall be accompanied by the appropriate documents or reports, cost and bond estimates, and an [acknowledgement concerning employment of professionals form](#) signed by the developer.
- Plans shall be prepared by a California State Licensed Civil Engineer ([Board of Engineering](#)).
- See step 3 for security and permit requirements.

#### City Review Times:

First Plan Review: 20 business days  
Second Plan Review: 15 business days  
Third Plan Review: 10 business days  
All other reviews: 10 business days

Processing Times are Included

#### Traffic Control Plan (when applicable)

Reviewed by the Public Works- Traffic Division

- Required for projects that exceed typical MUTCD guideline requirements.
- The plan is a separate submittal from the improvement plans.
- See the [Guidelines for Traffic Control Plans](#) for more information.

A Registered Civil Engineer or Traffic Engineer's approval is highly recommended; or may be required depending on the project scope.

#### City Review Times:

First Plan Review: 10 business days  
All other reviews: 5 business days

Processing Times are Included

#### Drainage Study (when applicable)

Reviewed by the Development Services Division

- Required for residential, commercial, and industrial projects that potentially pose off-site drainage impacts.
- The study is a separate submittal from the improvement plans.
- The study shall be prepared by a California State Licensed Civil Engineer ([Board of Engineering website](#)).
- The study shall include:
  - Hydrologic and hydraulic calculations for the 10-year and 100-year storms.
  - Written introduction.
  - Discussion and conclusion.
  - Executive summary.
  - Hydrology maps for existing and proposed conditions.
  - Hydraulic diagrams showing storm drain system recommended.
- The drainage design shall follow City of Corona and Riverside County Flood Control and Water Conservation District standards.

#### City Review Times:

First Plan Review: 20 business days  
Second Plan Review: 15 business days  
Third Plan Review: 10 business days  
All other reviews: 10 business days

Processing Times are Included

#### Water and Sewer Studies (when applicable)

Reviewed by the Utilities Department

- Required by the Utilities Department (check the Conditions of Approval, DPR comments, and plan check comments for the requirement).
- The studies are a separate submittal from the improvement plans.
- Guidelines are provided by the Utilities Department upon request.
- The studies shall be prepared by a California State Licensed Civil Engineer ([Board of Engineering website](#)).

#### City Review Times:

First Plan Review: 20 business days  
Second Plan Review: 15 business days  
Third Plan Review: 10 business days  
All other reviews: 10 business days

Processing Times are Included

#### Water Quality Management Plan (WQMP) (when applicable)

Reviewed by the Development Services Division

- Required for industrial and priority projects as defined by the Guidance Document for the Middle Santa Ana River Watershed meeting the applicability requirements of Exhibit E. The WQMP shall satisfy the requirements of the Guidance Document and Exhibit F ([Riverside County Watershed Protection program website](#)).
- Industrial and priority projects must treat proposed street widening areas.
- The WQMP is a separate submittal from the improvement plan and drainage study.
- The WQMP and drainage study shall be prepared by a California State Licensed Civil Engineer ([Board of Engineering website](#)).

#### City Review Times:

First Plan Review: 20 business days  
Second Plan Review: 15 business days  
Third Plan Review: 10 business days  
All other reviews: 10 business days

Processing Times are Included

#### Storm Water Pollution Prevention Plan (SWPPP) (when applicable)

Reviewed by the Development Services Division

- Required for projects that disturb one acre or more. The legally responsible person (LRP), as defined the California State Water Resources Control Board, shall submit a permit application through the State and obtain a WDID number for the project ([California State Water Resources Control Board website](#)).
- No fee is required. A copy of the SWPPP shall be submitted with the improvement plans. The WDID number shall be displayed on the title sheet of the improvement plans.

#### City Review Times:

Reviewed concurrently with the Grading or Improvement Plans.

### Public Landscape Plan (when applicable)

Reviewed by the Development Services Division

- Required for landscape parkway and median improvements maintained by the City.
- The Public Landscape Plans are a separate submittal from the improvement plans.
- Submittals shall be accompanied by a soils or geotechnical report, cost and bond estimates, and an [acknowledgement concerning employment of professionals form](#) signed by the owner.
- Public Landscape Plans shall be prepared by a California State Licensed Landscape Architect ([Landscape Architects Technical Committee](#)).
- An encroachment permit shall be issued to an "A" or appropriate "C" [California State Licensed Contractor](#).
- Faithful Performance and Labor & Materials securities are required.

#### City Review Times:

First Plan Review: 20 business days  
Second Plan Review: 15 business days  
Third Plan Review: 10 business days  
All other reviews: 10 business days

Processing Times are Included

### Traffic Improvement Plan (when applicable)

Reviewed by the Development Services and Public Works- Traffic Divisions

- Required for new construction or modifications to signing, striping, traffic signals, crosswalks, and other traffic control devices.
- Traffic improvements can be combined with the public improvement plan set or processed as a separate submittal. Plans for traffic signals shall always be a separate submittal.
- Submittals shall be accompanied by cost and bond estimates and an [acknowledgement concerning employment of professionals form](#) signed by the owner.
- Traffic Improvement Plans shall be prepared by a California State Licensed Civil or Traffic Engineer ([Board of Engineering](#)).
- An encroachment permit shall be issued to an "A" or appropriate "C" [California State Licensed Contractor](#).
- Faithful Performance and Labor & Materials securities are required.

#### City Review Times:

First Plan Review: 20 business days  
Second Plan Review: 15 business days  
Third Plan Review: 10 business days  
All other reviews: 10 business days

Processing Times are Included

### Easement and Right-of-Way Dedication (when applicable)

Reviewed by the Development Services Division

- Required for public improvements not located within the public right-of-way or an existing easement. No easement shall be granted for third-party improvements in the public right-of-way.
- Submittal requirements are found in the Plan Check Policy.
- Right-of-way shall be dedicated per the City Street Standards. Utility easements shall be dedicated per the Utilities Department Design Policy. All other easement requirements are reviewed on an as-needed basis by the Development Services Division.
- Easements are a separate submittal from the improvement plans.
- The easement documents shall be prepared by a Licensed Land Surveyor or qualified Civil Engineer ([Board of Engineering website](#)).
- The City prepares the deed which must be signed and notarized by the land owner(s).

#### City Review Times:

First Plan Review: 20 business days  
Second Plan Review: 15 business days  
Third Plan Review: 10 business days  
All other reviews: 10 business days

Processing Times are Included

**Note: The Department's goal is to have all reviews approved no later than the third check. An applicant may request meetings with city staff to discuss corrections.**

## 3) Plan Approval & Permits:



### Plan and study approval:

- Development Services prepares and sends a Bond and Fee Letter with the required securities to the owner or developer.
- Development Services prepares and sends an Improvement Agreement to the owner.
- The owner or developer signs and notarizes the Improvement Agreement and submits the original documents to the city.
- The owner or developer posts Faithful Performance and Labor & Materials securities.
- The Engineer of Record submits final plans and documents and Development Services routes them for approval.
- Development Services sends an electronic copy of signed Final plans to the Owner, Developer, and/ or Engineer who will make copies for the permit issuance.

### Permit issuance:

- Applicant and contractor fulfills the [requirements for obtaining a grading permit](#).
- Development Services issues Encroachment Permit. An encroachment permit shall be issued to an "A" or appropriate "C" [California State Licensed Contractor](#).
- Contractor calls Inspection for a pre-construction meeting 48 hours prior to the commencement of construction activity.

### Bond Release:

- Upon final completion of all work authorized under the encroachment permit, the Engineer of Record provides to the Public Works Inspector:
  - As-built public improvement plans.
  - Any final engineering reports including soils or geology reports.
- Inspector provides notice of completion to the Development Services Division.
- Development Services prepares a staff report for Council acceptance and release of securities if required.
- 75% of the faithful performance security is released and 25% is held for one year as warranty for the improvements following the date of acceptance. 100% of the Labor & Materials is released 6 months from the date of acceptance.

### Development Services

Email: [DSCounter@CoronaCA.Gov](mailto:DSCounter@CoronaCA.Gov)

Phone#: 951-736-2259

### Public Works Inspection

Phone#: 951-279-3511