



## Plan Check Application

- GRADING PLANS (Rough and Precise Grading)**  
 **PUBLIC IMPROVEMENT PLANS**

PROJECT:		
OWNER	DEVELOPER	ENGINEER
Name: _____	Name: _____	Name: _____
Address: _____ _____	Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____	Phone: _____
Email: _____	Email: _____	Email: _____

### FIRST SUBMITTAL

APPLICATIONS AND PACKAGES SUBMITTED AFTER 2:00 PM WILL BE COUNTED AS RECEIVED THE FOLLOWING DAY

**THE FOLLOWING DOCUMENTS ARE INCLUDED WITH THIS PLAN CHECK SUBMITTAL:**

**(PLAN CHECK WILL NOT COMMENCE UNTIL ALL DOCUMENTS ARE RECEIVED)**

- |                          | Public<br>Improvement    |                                                                                                                                                                                            |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Transmittal letter</u> showing all documents, plans, and supporting items submitted                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of preliminary quantities and cost estimates, along with bond estimate form                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of current preliminary tile report (less than 90 days old)                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan check fee based on current City fee schedule and deposit policies. 60% of the published fee is due at the time of submittal. <u>Plans will not be processed without a fee deposit</u> |
| N/A                      | <input type="checkbox"/> | Five (5) sets of street improvement plans (24" x 36")                                                                                                                                      |
| N/A                      | <input type="checkbox"/> | Five (5) sets of sewer and water plans if not included in street improvement plan set (24" x 36")                                                                                          |
| N/A                      | <input type="checkbox"/> | Two (2) copies of water and sewer studies                                                                                                                                                  |
| N/A                      | <input type="checkbox"/> | Two (2) copies of traffic study when required (see Traffic Impact Study guidelines for further information)                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of the <u>approved</u> conditions of approval (including for CUP, Precise Plan, BZA Memorandum, etc. when applicable)                                                       |
| N/A                      | <input type="checkbox"/> | One (1) copy of all reference material or existing plans used                                                                                                                              |
| N/A                      | <input type="checkbox"/> | Two (2) copies of traffic signing and striping plans (May be part of street improvement plan set, if so provide 1 additional copy of Street Plan)                                          |
| N/A                      | <input type="checkbox"/> | Two (2) copies of traffic control plans (May be a part of street improvement plan set, if so provide 1 additional copy of Street Plan)                                                     |

Grading	Public Improvement	
N/A	<input type="checkbox"/>	Street cross sections at 25 foot intervals (as part of the street improvement plan set)
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies of drainage study including the following: <ul style="list-style-type: none"> <li>a. Hydrologic and hydraulic calculations for the 10 year and 100 year storms</li> <li>b. Written introduction</li> <li>c. Discussion and conclusion</li> <li>d. Executive summary</li> <li>e. Hydrology maps for existing and proposed conditions</li> </ul>
N/A	<input type="checkbox"/>	Two (2) sets of storm drain plans (if not part of the street improvement plan set)
N/A	<input type="checkbox"/>	Four (4) sets of Public Landscape Improvement Plans (LMD) if applicable
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy non-interference letters
N/A	<input type="checkbox"/>	All applicable easement and right-of-way dedications
<input type="checkbox"/>	N/A	Five (5) sets of rough or precise grading plans (24" x 36").
<input type="checkbox"/>	N/A	Erosion control plan set (may be a part of grading plan set).
<input type="checkbox"/>	N/A	Two (2) copies of soils or geotechnical report (if over 12 months old, an update to the original report will be required).
<input type="checkbox"/>	N/A	Two (2) copies of boundary survey, map or legal description of property.
<input type="checkbox"/>	N/A	Two (2) copies of WQMP when applicable.

**OTHER REQUIRED DOCUMENTS WHEN APPLICABLE:**

- N/A Conditions of Approval, including for CUP, Precise Plan, BZA Memorandum, etc.
- N/A Retaining wall plans (included in grading plan set).
- N/A Two (2) sets retaining wall calculations.
- N/A One (1) copy Phase I and Phase II environmental studies.
- N/A One (1) copy Scale Broom Weed letter.
- N/A One (1) copy Storm Water Pollution Prevention Plan (SWPPP).
- N/A Approved CLOMR.
- N/A Off-site permission to grade letters.

**I understand that plan check will not commence until all required documents are received.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)



## Plan Check Application

- GRADING PLANS (Rough and Precise Grading)**  
 **PUBLIC IMPROVEMENT PLANS**

PROJECT:		
OWNER	DEVELOPER	ENGINEER
Name: _____	Name: _____	Name: _____
Address: _____ _____	Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____	Phone: _____
Email: _____	Email: _____	Email: _____

### SECOND OR THIRD SUBMITTAL

APPLICATIONS AND PACKAGES SUBMITTED AFTER 2:00 PM WILL BE COUNTED AS RECEIVED THE FOLLOWING DAY

**THE FOLLOWING DOCUMENTS ARE INCLUDED WITH THIS PLAN CHECK SUBMITTAL:**

(PLAN CHECK WILL NOT COMMENCE UNTIL ALL DOCUMENTS ARE RECEIVED)

- | Grading                  | Public Improvement       |                                                                                                                                                                             |
|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Signed and notarized bond forms and agreements                                                                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Council exhibits for bond forms and agreements (see sample online or at Public Works front counter)                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Payment of plan check fee balance                                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Revised Plans – the number of plan copies submitted should be equal to the number of redlined plans received back at first check plus one additional copy for file purposes |
| <input type="checkbox"/> | <input type="checkbox"/> | All original redlined comments / plans from previous submittal                                                                                                              |

### FINAL SUBMITTAL

APPLICATIONS AND PACKAGES SUBMITTED AFTER 2:00 PM WILL BE COUNTED AS RECEIVED THE FOLLOWING DAY

**THE FOLLOWING DOCUMENTS ARE INCLUDED WITH THIS PLAN CHECK SUBMITTAL:**

(PLAN CHECK WILL NOT COMMENCE UNTIL ALL DOCUMENTS ARE RECEIVED)

- | Grading                  | Public Improvement       |                                                                                       |
|--------------------------|--------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Mylars of approved plans                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Digital file of improvement plans (DXF/DWG format), unless scanning fee has been paid |
| <input type="checkbox"/> | <input type="checkbox"/> | Remaining / outstanding original redlined plans                                       |

**I understand that plan check will not commence until all required documents are received.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)