

PUBLIC WORKS DEPARTMENT

LAND DEVELOPMENT SUBMITTAL REQUIREMENTS



MASS GRADE / ROUGH GRADE / BORROW SITE / STOCKPILE SUBMITTALS

- * Tentative Map or Conditional Use Permit must be approved **prior to acceptance** of submittal [PA # must be provided]
- Transmittal Cover Letter (with complete contact information)
- A completed Grading Permit Application
- Eight (8) sets of Grading with Erosion & Sediment Control Plan [prepared by a Registered Civil Engineer]
- One (1) copy of Soils Report [prepared by a Soils / Geotechnical Engineer]
- One (1) copy of a Hydrology Study
- One (1) copy of the **conceptually accepted** Water Quality Management Plan (WQMP) document
- Completed On-Site Construction Security Worksheet [prepared by a Registered Civil Engineer]
- Gross Property Boundary Exhibit with Closure Calculations [calculated by a Registered Civil Engineer]
 - Acreage should include right-of-way fronting property
- Full plan check fee minimum [see current fee schedule]

MASS / ROUGH GRADE / BORROW SITE / STOCKPILE PLAN REVISIONS

- Transmittal Cover Letter (with complete contact information)
- Eight (8) sets of Revised Grading Plan [prepared by a Registered Civil Engineer]
- Updated Soils Report [May be required]
- Completed On-Site Construction Security Worksheet [As Required] *
- Full plan check fee [see current fee schedule]
- * Major revision fee based on updated Construction Security Worksheet

COMMERCIAL / INDUSTRIAL PRECISE GRADING SUBMITTALS

- * Planning Application (PA) must be approved **prior to acceptance** of submittal [PA # must be provided]
- Transmittal Cover Letter (with complete contact information)
- A completed Grading Permit Application
- Eight (8) sets of Grading with Erosion & Sediment Control Plan [prepared by a Registered Civil Engineer]
- One (1) copy of Soils Report [prepared by a Soils / Geotechnical Engineer]
- One (1) copy of Hydrology Study [if required by COA]
- One (1) copy of the **conceptually accepted** Water Quality Management Plan (WQMP) document
- Completed On-Site Construction Security Worksheet [prepared by a Registered Civil Engineer]
- Copy of the current Title Report (not over 30 days old)
- Gross Property Boundary Exhibit with Closure Calculations [calculated by a Registered Civil Engineer]
 - Acreage should include right-of-way fronting property
- Full plan check fee minimum [see current fee schedule]

COMMERCIAL / INDUSTRIAL PRECISE GRADING PLAN REVISIONS

- Transmittal Cover Letter (with complete contact information)
- Eight (8) sets of Revised Grading Plan [prepared by a Registered Civil Engineer]
- Updated Soils Report [May be required]
- Completed On-Site Construction Security Worksheet [As Required] *
- Full plan check fee [see current fee schedule]
- * Major revision fee based on updated Construction Security Worksheet

LAND DEVELOPMENT SUBMITTAL REQUIREMENTS

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CUSTOM SINGLE FAMILY RESIDENCE SUBMITTALS

- * Septic tank system must be approved by County Environmental Health Dept. **prior to acceptance** of submittal
- Transmittal Cover Letter (with complete contact information)
- A completed Grading Permit Application
- Eight (8) sets of Grading with Erosion & Sediment Control Plan [prepared by a Registered Civil Engineer]
- One (1) copy of Soils Reports [prepared by a Soils / Geotechnical Engineer]
- One (1) copy of Hydrology Study [As Required]
- Completed On-Site Construction Security Worksheet [prepared by a Registered Civil Engineer]
- Copy of current Title Report (not over 30 days old)
- Gross Property Boundary Exhibit with Closure Calculations [calculated by a Registered Civil Engineer]
 - Acreage should include right-of-way fronting property
- Full plan check fee minimum [see current fee schedule]

CUSTOM SINGLE FAMILY GRADING PLAN REVISIONS

- Transmittal Cover Letter (with complete contact information)
- Three (3) sets of Revised Grading Plan [prepared by a Registered Civil Engineer]
- Updated Soils Report [May be required]
- Completed On-Site Construction Security Worksheet [As Required] *
- Full plan check fee [see current fee schedule]
- * Major revision fee based on updated Construction Security Worksheet

TRACT MODEL HOME COMPLEX / TEMPORARY SALES TRAILER SUBMITTALS

- * Planning Application (PA) must be submitted **prior to acceptance** of submittal [PA # must be provided]
- Transmittal Cover Letter (with complete contact information)
- Five (5) sets of Grading Plan [prepared by a Registered Civil Engineer]
- Completed On-Site Construction Security Worksheet [prepared by a Registered Civil Engineer]
- Full plan check fee minimum [see current fee schedule]

TRACT PRECISE GRADING SUBMITTALS

- * Product Review (PA) must be approved **prior to acceptance** of submittal [PA # must be provided]
- * Final Tract/Parcel map must be submitted **prior to acceptance** of submittal
- Transmittal Cover Letter (with complete contact information)
- Four (4) sets of Grading Plan [prepared by a Registered Civil Engineer]
- Completed On-Site Construction Security Worksheet [prepared by a Registered Civil Engineer] (As Needed)
- Full plan check fee minimum [see current fee schedule]

TRACT PRECISE GRADING PLAN REVISIONS

- Transmittal Cover Letter (with complete contact information)
- Four (4) sets of Revised Grading Plan [prepared by a Registered Civil Engineer]
- Full plan check fee [see current fee schedule]

ADMINISTRATIVE PERMIT SUBMITTALS

- Transmittal Cover Letter (with complete contact information)
- A completed Grading Permit Application
- Eight (8) sets of Plan with Erosion & Sediment Control Plan [prepared by a Registered Civil Engineer]
- Full plan check fee minimum [see current fee schedule]



STREET IMPROVEMENT PLAN SUBMITTALS

- Transmittal Cover Letter (with complete contact information)
- Eight (8) sets of Improvement Plans [prepared by a Registered Civil Engineer]
- One (1) copy of Hydrology/Hydraulics Study [if storm drain included]
- Completed Off-Site Construction Security Worksheet [prepared by a Registered Civil Engineer]
- All Applicable Traffic Submittals [As Required]
- Full plan check fee minimum [see current fee schedule]

STORM DRAIN IMPROVEMENT PLAN SUBMITTALS

- Transmittal Cover Letter (with complete contact information)
- Five (5) sets of Improvement Plans [prepared by a Registered Civil Engineer]
- One (1) copy of Hydrology/Hydraulics Study
- Traffic Control Submittal [As Required]
- Completed Off-Site Construction Security Worksheet [prepared by a Registered Civil Engineer]
- Full plan check fee minimum [see current fee schedule]

STREET / STORM DRAIN IMPROVEMENT PLAN REVISIONS

- Transmittal Cover Letter (with complete contact information)
- Eight (8) sets of Revised Improvement Plans [prepared by a Registered Civil Engineer]
- Completed Off-Site Construction Security Worksheet [As Required] *
- Full plan check fee [see current fee schedule]
- * Major revision fee based on updated Construction Security Worksheet

SEWER & WATER IMPROVEMENT PLAN SUBMITTALS

- Transmittal Cover Letter (with complete contact information)
- Two (2) sets of Utility Plans [prepared by a Registered Civil Engineer]
- Traffic Control Submittal [As Required]

FINAL TRACT / PARCEL MAP SUBMITTALS

- * Tentative Map (PA) must be approved **prior to acceptance** of submittal
- Transmittal Cover Letter (with complete contact information)
- Six (6) sets of Final Maps with ECS Sheet [prepared by a Registered Civil Engineer]
- Two (2) copies of Traverse Calculations
- Two (2) copies of current Title Report with all supporting documents (not over 30 days old)
- One (1) copy of **Approved** Conditions of Approval
- One (1) copy of **Approved** Tentative Map
- One (1) copy of record of Statement of Partnership (if partnership is to Execute the map)
- One (1) copy of all reference maps & material used to prepare map
- Full plan check fee [see current fee schedule]

LEGAL DOCUMENT SUBMITTALS

- * Must be submitted prior to 2nd Submittal [As Required]
- Transmittal Cover Letter (with complete contact information)
- Two (2) copies of Legal Description with plat [prepared by a Licensed Surveyor or Registered Civil Engineer]
- One (1) copy of current Title Report with all supporting documents (not over 30 days old)
- Full plan check fee [see current fee schedule]



ENCROACHMENT PERMIT SUBMITTALS

- Transmittal Cover Letter (with complete contact information)
- A completed Encroachment Permit Application
- Two (2) sets of construction plans [prepared by a Registered Civil Engineer]
- Traffic Control submittal [As Required]

TRAFFIC CONTROL SUBMITTALS

- Transmittal Cover Letter (with complete contact information)
- Two (2) sets of plans [prepared by a Registered Civil Engineer]
- Full plan check fee [see current fee schedule]

SIGNING & STRIPING SUBMITTALS

- Transmittal Cover Letter (with complete contact information)
- Two (2) sets of plans [prepared by a Registered Civil Engineer]
- Completed Off-Site Construction Security Worksheet [prepared by a Registered Civil Engineer]
- Full plan check fee minimum [see current fee schedule]

TRAFFIC SIGNAL SUBMITTALS

- Transmittal Cover Letter (with complete contact information)
- Two (2) sets of plans [prepared by a Registered Civil Engineer]
- Completed Off-Site Construction Security Worksheet [prepared by a Registered Civil Engineer]
- One (1) copy of Special Provisions [specifications]
- Full plan check fee minimum [see current fee schedule]