



COMMUNITY DEVELOPMENT SERVICES

DEPARTMENT OF TRANSPORTATION

<http://www.edcgov.us/DOT/>

SUBDIVISION IMPROVEMENT PLAN SUBMITTAL APPLICATION & CHECKLIST

- TYPE OF PROJECT:** AGREEMENT FOR PAYMENT OF PROCESSING FEES ROUGH GRADING
 COMMERCIAL GRADING PLANS OFFSITE-GRADING APPLICATION
 PARCEL MAP IMPROVEMENT PLANS SUBDIVISION IMPROVEMENT PLANS
 REQUEST FOR INFORMATION FORM OTHER _____

DATE INITIALLY SUBMITTED: _____ DATE 1st PLAN CHECK TO BE RETURNED _____

CONSULTANT PLEASE COMPLETE THE FOLLOWING: _____ (20 Working Days)

PROJECT NAME: _____ TM/PM NO. & PHASE: _____
 OWNER NAME: _____ ASSESSOR PARCEL NO. _____
 ADDRESS: _____ CONTACT PHONE: _____

OWNER/DEVELOPER CONTACT PERSON:

NAME: _____ EMAIL ADDRESS: _____
 ADDRESS: _____ CONTACT PHONE: _____
 DESIGN ENGINEER: _____ EMAIL ADDRESS: _____
 DESIGN ENGINEER/PLS SIGNATURE: _____ PE/PLS NO. _____

1. Realistic and reasonable timelines will be developed and adhered to as follow:
 - 1st plan review – twenty (20) working days for County to complete
 - 2nd plan review – ten (10) working days for County to complete
 - 3rd plan review – ten (10) working days for County to complete (*if necessary*)
2. Initial improvement plan reviews will be performed within seven (7) working days
3. Plans will be deemed **INCOMPLETE** until the following conditions are present:
 - A. Plans are consistent with County's Improvement Standards (DISM 1990)
 - B. Plans are consistent with County's Subdivision Improvement Plan Submittal Checklist
 - C. Plans are in compliance with Technical Studies, as defined in each Department's submittal requirements
 - D. Plans are in compliance with the Final Conditions of Approval

NOTICE: THE FINANCIALLY RESPONSIBLE PARTY (FRP) FORM HAS BEEN EXECUTED

I HEREBY AFFIRM UNDER PENALTY OF PERJURY THAT I HAVE READ, ACKNOWLEDGED AND AGREE TO ALL CONDITIONS OF THIS APPLICATION AND CHECKLIST AND THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.*

* Applicant's Signature

Date

DEPARTMENT OF TRANSPORTATION

SUBDIVISION IMPROVEMENT PLAN SUBMITTAL APPLICATION & CHECKLIST

FEES

- Plan Check Deposit Fee: **Time and Material (TM)** Construction Inspection Fee: **2.5% DEPOSIT DUE AT PERMIT ISSUANCE**
- Application Fee: \$118 **Billed Against INTITAL deposit** RCD plan Review Fee: **Billed Against INTITAL deposit**

REQUIRED SET QUANTITIES

- CD or Electronic Files**
- 4 (four) plan sets shall include the following (24"x36" ONLY):**
- Grading Plans Roadway plans, profiles and sight distance triangle profiles (1"= 40' scale)
 - Erosion Control Plans
 - Landscape & Entry Plans (if applicable)
 - Retaining Wall Plans, Profiles & Cross Sections
 - Right of Way Exhibit for existing rights of way
 - Signing and Striping Plan
 - Storm Drain Plans
 - Traffic Control Plans (for existing roadways only)
 - Traffic Signal Plans and Notes (if applicable)
 - Utility Plans
 - DOT Survey Bench Mark (obtain from DOT Survey) - **on plan**
 - Basis of Bearing - **on plan**
 - Tie to Record Monuments or NAD 83 coordinate - **on plan**

ADDITIONAL SET QUANTITIES & DETAILS

- 2 (two) additional plan sets required if plans contain Structures (Retaining Walls or Landscape Entry Plans)
6 (six) sets total
- **structural reviews but NO traffic related items**
- 5 (five) additional plan sets required if EDC Maintained Roads or Signalized Intersections are affected
9 (nine) sets total
- **traffic related items**
- 7 (seven) additional plan sets required if EDC Maintained Roads, Bridges, Signals or Structures, etc. are affected
11 (eleven) sets total
- **structural reviews and traffic related items**

OPTIONAL SUPPORTING DOCUMENTS

- 1 Each Assessor's Parcel Book Page(s)
- 1 Each Final Map
- 1 Each Permits from Other Agencies (USCOE, F&G, WQCB, etc.)
- 1 Each Reference Drawings of abutting/joining road & drainage improvements (*preferably reduced to 11"x17"*)
- 1 Each Tentative Map CEQA status (with documentation)
- 1 Each Title Report (only need if there is some question on easement/boundary)

- 2 Each Engineer's Estimate (sealed and signed)
- 2 Each Drainage Study (sealed and signed)
- 2/3 Each Soils Report, including pavement structural section design and recommendations for unsuitable material in swales (sealed and signed)

- 3 Each Conditions of Approval
- 3 Each Retaining wall structural calculations (sealed and signed)
- 3 Each Specifications/Special Provisions (public bid only)
- 3 Each Structural/Other Calculations (sealed and signed)
- 3 Each Traffic Study (if applicable)(signed and sealed)

OFFICE USE ONLY

- This plan submittal is **INCOMPLETE**, and is returned for correction of deficient items Staff _____ Date _____
- This plan submittal is **complete** and is accepted for the first plan check Staff _____ Date _____

MAP ACT 66456.2(a) Improvement Plans, time limits to act, extensions. "An improvement plan...shall be...acted on within 60 working days of its submittal, except that at least 15 working days shall be provided for processing any resubmitted improvement plan". **The time limit on the processing of discretionary projects established by state law does not start until a project is deemed complete** by the reviewing agency. Government Code 65943 give the agency has 30 calendar days from the date of application submittal to determine whether an application is complete or incomplete. If no written determination is made, the application will be deemed complete on the 30th day from receipt of the application. However, if the application is deemed incomplete, you will receive a copy of this checklist stating what is necessary to make the application complete.