

**MUNICIPAL UTILITIES & ENGINEERING  
DEPARTMENT  
PLAN CHECK SUBMITTAL REQUIREMENTS**

Developer: \_\_\_\_\_

Received By: \_\_\_\_\_

Engineer: \_\_\_\_\_

Date Received: \_\_\_\_\_

Parcel No. /Tract No. \_\_\_\_\_

Improvement Plan: \$ \_\_\_\_\_

Other: \_\_\_\_\_

Parcel/Tract Map: \$ \_\_\_\_\_

Location: \_\_\_\_\_

CUP/CRA: \$ \_\_\_\_\_

**Required for Plan Checking:**

(Plan check fee shall be submitted at time the plan is submitted for first check)

1. Tract Map or Parcel Map
2. Street Improvement Plan
3. Storm Drain Plan\*
4. Street Light Plan
5. Traffic Signal Plan\*
6. Striping and Traffic Control Plan\*
7. Street Trees/Landscape Plan

\* if applicable

**For Submittal:**

A. Tract Map or Parcel Map

- \_\_\_\_\_ 1. Two copies of Tract Map or Parcel Map
- \_\_\_\_\_ 2. One copy of closure calculations
- \_\_\_\_\_ 3. One copy of title report
- \_\_\_\_\_ 4. One set of reference materials

B. Improvement Plans

- \_\_\_\_\_ 1. Two sets of improvement plans
- \_\_\_\_\_ 2. One copy of hydrology study and hydraulic calculations
- \_\_\_\_\_ 3. One copy of Tract Map or Parcel Map
- \_\_\_\_\_ 4. One copy of grading plan
- \_\_\_\_\_ 5. One set of reference materials
- \_\_\_\_\_ 6. One copy of soils report (with street section recommendations)
- \_\_\_\_\_ 7. One copy of title report
- \_\_\_\_\_ 8. Two copies (82"x11") of map for assessment district

C. One copy of any agreement between the City and Developer, Developer and adjacent property owners, etc. for drainage, access, encroachment, etc.