



## PLAN CHECK APPLICATION

|                          |                                         |
|--------------------------|-----------------------------------------|
| <input type="checkbox"/> | GRADING PLANS (Rough & Precise Grading) |
| <input type="checkbox"/> | PUBLIC IMPROVEMENTS                     |
| <input type="checkbox"/> | COMMUNICATION UTILITY PLANS             |

### PROJECT:

| OWNER    | DEVELOPER | ENGINEER |
|----------|-----------|----------|
| Name:    | Name:     | Name:    |
| Address: | Address:  | Address: |
|          |           |          |
| Phone:   | Phone:    | Phone:   |
| Email:   | Email:    | Email:   |

### FIRST SUBMITTAL

APPLICATIONS AND PACKAGES SUBMITTED AFTER 2:00PM 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                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grading                  | Improvements                                                                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> Transmittal letter 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. Plans will not be processed without a fee deposit                                                                                                                                                                     |
| 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 approved 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)                                                                                                                                                                                                                  |
| 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)                                                                                                                                                                                                                                                                      |



Continued next page

| Grading                      | Public Improvements                                                                                                           |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| N/A <input type="checkbox"/> | <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"/> | <input type="checkbox"/> All applicable easements 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:**

|                          |                                                                                  |
|--------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> | N/A Conditions of Approval, including for CUP, Precise Plan, BZA Memorandum, etc |
| <input type="checkbox"/> | N/A Retaining wall plans (included in grading plan set)                          |
| <input type="checkbox"/> | N/A Two (2) sets retaining wall calculations                                     |
| <input type="checkbox"/> | N/A One (1) copy Scale Broom Weed letter                                         |
| <input type="checkbox"/> | N/A One (1) copy Storm Water Pollution Prevention Plan (SWPPP)                   |
| <input type="checkbox"/> | N/A Approved CLOMR                                                               |
| <input type="checkbox"/> | N/A Off-site permission to grade letters                                         |

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

|                         |               |
|-------------------------|---------------|
| _____<br>Signature      | _____<br>Date |
| _____<br>Name (printed) |               |





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- ☐ GRADING PLANS (Rough & Precise Grading)  
☐ PUBLIC IMPROVEMENTS  
☐ COMMUNICATION UTILITY 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 2:00PM 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 Improvements                                                                                                                                                                                  |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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

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- | Grading                  | Public Improvements                                                                                            |
|--------------------------|----------------------------------------------------------------------------------------------------------------|
| <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)

