

**RIVERSIDE COUNTY FLOOD CONTROL
AND WATER CONSERVATION DISTRICT**

PLAN CHECK APPLICATION AND SUBMITTAL REQUIREMENTS

Please print clearly

This Form Must Be Submitted with the First Plan Check

PARENT CASE NO. (TR, PM, PP, CUP, PA, MS):		DATE:
NOTE: PROJECTS WITHIN CITY LIMITS MUST HAVE CITY PLAN CHECK REQUEST LETTER ATTACHED		
NAME OF PROJECT (PROJECTS WITH NO ASSOCIATED CASE NO. WILL BE GIVEN A MISCELLANEOUS NO.):		
AREA/LOCATION (INCLUDE CROSS STREETS):		
GROSS ACREAGE:	NO OF LOTS:	
ENGINEER (NAME AS IT APPEARS ON LETTERHEAD):		
ADDRESS:		
CITY/STATE/ZIP CODE:		
PHONE:	FAX:	CONTACT PERSON:

APPLICANT:		
NOTE: THE APPLICANT WILL RECEIVE ALL BILLINGS, CORRESPONDENCE AND REFUNDS FOR DEPOSIT BASED FEES. IF THE PAYEE ON THE CHECK IS DIFFERENT FROM APPLICANT, INVOICES WILL GO DIRECTLY TO APPLICANT.		
ADDRESS:		
CITY/STATE/ZIP CODE:		
PHONE:	FAX:	CONTACT PERSON:

OWNER IF DIFFERENT FROM APPLICANT:		
ADDRESS:		
CITY/STATE/ZIP CODE:		
PHONE:	FAX:	CONTACT PERSON:

NOTE: IF THE ENGINEER, APPLICANT OR OWNER CHANGES, IT IS THE NEW OWNER'S RESPONSIBILITY TO LET THE FLOOD CONTROL DISTRICT KNOW, AS REFUNDS AT THE END OF THE PROJECT MAY BE MISDIRECTED.

FIRST SUBMITTAL REQUIREMENTS:

THIS FORM MUST BE SUBMITTED WITH THE FIRST PLAN CHECK

Two sets of all plan and calculations, unless otherwise noted, must be submitted along with the Deposit Based Fee Worksheet and check for total amount. Plans must be dated stamped and folded (9" x 12") with the title block showing.

- 1. ___ 2 sets Storm Drain Plans
- 2. ___ 2 sets Street Improvement Plans
- 3. ___ 2 sets Rough Grading and Erosion Control Plan
- 4. ___ 2 sets Final Tract/Parcel Map and Environmental Constraint Sheet
- 5. ___ 2 set Sewer and Water Plans
- 6. ___ 1 set Approved Tentative Map or Site Plan
- 7. ___ 2 sets Hydrology and Hydraulics Report
- 8. ___ 2 sets Final WQMP
- 9. ___ 1 set Soils Report/Geotechnical Investigation
- 10. ___ 2 sets Environmental Documents (CEQA, MSHCP, Federal and State Permits)
- 11. ___ 1 copy Deposit Based Fee Worksheet (found on District's website (www.rfcflood.org) under Programs & Services/Development Review)
- 12. ___ 1 each Check in the amount of:
 - \$_____ Improvement Plan Check Fee
 - +_____ Surcharge Fee (2% of Improvement Plan Check Fee – For projects outside of city limits)
 - \$_____ Total

Notes:

- 1. If the project is within a city limit, the City must provide a Plan Check Request letter addressed to the District's Chief Engineer (Attn: Plan Check Section) outlining the scope of review, location and if any facilities are to be maintained. Letter must be submitted prior to or with the initial submittal of plans. The District will not start any plan check review without said letter.
- 2. Each approved unit of a phased tract shall be submitted on a separate and complete set of plans. The unit should be complete on its own merit. No combining of improvement plans of units is allowed except for grading plans which can be combined for all of the units.
- 3. If there are Flood Control facilities to be maintained then all storm drains including Transportation Department/City storm drain facilities shall be on a set of plans utilizing the Flood Control District's standard plan and profile sheets and drafting manual. These items are also available on online (www.rfcflood.org under Technical Resources/Engineering). The appropriate agency signature block should be added to each sheet.

If the project only includes storm drain 36" and smaller including catch basins, laterals and all facilities to be maintained by the Transportation Department/City, then they shall be on street improvement plans using their standard form plan sheets. Street and storm drain plan sheets shall be numbered consecutively.

4. The Plan Check section reserves the right to reject the submitted plan package without performing any plan review if any of the required plans or other requested information items are missing.

RESUBMITTAL REQUIREMENTS:

1. Two sets of plans along with the previous redlined check prints and response letter to the comments shall be submitted to the Flood Control District's Plan Check section. Also, submit two sets of the updated parcel or tract map. All submittals should be date stamped and folded (9" x 12") with the title block showing.
2. If the second check has repeated issues that have not been addressed, the plan checker shall call a meeting with the engineer and the owner/applicant to specifically address those issues prior to continuing the plan check process.
3. If conditioned to pay Area Drainage Plan fees, **the fees are payable with a cashier's check or wire transfer only**. The District does not accept credit cards and personal or company checks.

Note: Prior to issuance of project approval letter, the plan check section shall ascertain the account balance to ensure that there is a positive balance for the case. Additional funds may be required after the approval letter has been issued. Any negative balance or additional money due should be paid at that time.

I, the undersigned engineer do verify that all the items necessary for this project checked above are attached.

Name (Printed or Typed)

Signature

Date

Civil Engineer Stamp: