

**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, PP, MS):		DATE:
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/BILLING INFORMATION:		
ADDRESS:		
CITY/STATE/ZIP CODE:		
PHONE:	FAX:	CONTACT PERSON:

NOTE: THE APPLICANT AND ENGINEER WILL RECEIVE ALL BILLINGS, CORRESPONDENCE. REFUNDS FOR DEPOSIT BASED FEES WILL GO TO THE APPLICANT. IF THE PAYEE ON THE CHECK IS DIFFERENT FROM THE APPLICANT, INVOICES WILL GO DIRECTLY TO THE APPLICANT.

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 ADVISE THE FLOOD CONTROL DISTRICT, AS REFUNDS AT THE END OF THE PROJECT MAY BE MISDIRECTED.

1995 Market Street, Riverside, CA 92501
(951) 955-1200
www.rcflood.org

FIRST SUBMITTAL REQUIREMENTS

THIS FORM MUST BE SUBMITTED WITH THE FIRST PLAN CHECK

If the submittal is within any city boundary, a "Plan Check Request Letter" from the City on their letterhead addressed to Dusty Williams, General Manager-Chief Engineer, must be submitted along with or prior to the submission of plans. The letter must include the project location, dimensions, overall description of what the project will entail and if the District is to operate and maintain the facility.

Two sets of all plans and calculations, unless otherwise noted, must be submitted along with the Deposit Based Fee Worksheet and check for the 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 the District's website www.rcflood.org under Programs and Services/Development Review)
- 12. ___ 1 each Check in the amount of:
 - \$ _____ Improvement Plan Check Fee
 - + _____ Surcharge Fee (2% of Improvement Plan Check Fee)
 - \$ _____ Total

Notes:

- 1. 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.
- 2. If there are Flood Control District 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 available on online (www.rcflood.org) under Technical Resources/Engineering. The appropriate agency signature block should be added to each sheet.

If the project only includes storm drains 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.

- 3. 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.

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

Name (Printed or Typed)

Signature

Date

Civil Engineer Stamp:

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 or personal or company checks.

Note: Prior to the issuance of a project approval letter, the Plan Check Section shall ascertain the account balance to ensure there is a positive balance for the case.

Any negative balance or additional money due should be paid prior to project approval or the project will not be approved.