



PLAN CHECK APPLICATION AND SUBMITTAL REQUIREMENTS

PARENT CASE NO. (TR, PM, PP, CUP, PA, 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:	CONTACT:

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

OWNER (IF DIFFERENT FROM APPLICANT):		
ADDRESS:		
CITY/STATE/ZIP CODE:		
PHONE:	EMAIL:	CONTACT:

NOTE: IF THE ENGINEER, APPLICANT OR OWNER CHANGES, IT IS THE NEW OWNER'S RESPONSIBILITY TO INFORM THE DISTRICT SO THAT REFUNDS ARE NOT 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 a check for the total amount. Plans must be folded (9" x 12") with the title block showing.

1. 2 sets Storm Drain Plans ([See Developer Project Submittal Requirements](#))
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 sets Sewer and Water Plans
6. 1 set Approved Tentative Map or Site Plan
7. 2 sets Hydrology and Hydraulics Report
8. 2 sets CLOMR/LOMR Documents (if applicable)
9. 1 set Soils Report/Geotechnical Investigation
10. 1 set Environmental Documents (CEQA, MSHCP, Federal and State Permits) – e-copy
11. 1 set Project Conditions of Approval
12. 1 copy City Plan Check Request Letter (if applicable)
13. 1 copy [Deposit Based Fee Worksheet](#)
14. 1 copy [Maintenance Exhibit](#)
15. 1 each Check for Improvement Plan Check Fee

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. The letter must be submitted prior to or with the first submittal. The District will reject the application without said letter. A sample letter can be found [here](#).
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.
3. If there are 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 District's standard plan and profile sheets found in the [drafting manual](#). The appropriate agency's signature block should be added to each sheet.

If the project only includes storm drains 36 inches 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. Electronic copies may be accepted for resubmittals (discretion is up to the assigned plan checker).
2. If the second plan 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, credit card, electronic check payment (ACH) up to \$100,000 or wire transfer only.** Credit card payments are accepted, however, a transaction fee of 2.28% will be assessed for payments. The District does not accept personal or company checks if mailed in or delivered in person.

Note: Prior to issuance of administrative clearance, the Plan Check Section shall ascertain the account balance to ensure that there is a positive balance for the account. Any negative balance or additional money due should be paid at that time.

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

Name (Print)

Signature

Date

Professional Engineer Stamp:

SJ:blm:rlp
P8/216520