

# COMMUNITY DEVELOPMENT

## SUBMITTAL CHECKLIST FOR GRADING & IMPROVEMENT PLANS

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
 PROJECT: \_\_\_\_\_  
 APN: \_\_\_\_\_ AREA: \_\_\_\_\_ AC/SF  
 CUT: \_\_\_\_\_ C.Y. FILL: \_\_\_\_\_ C.Y. OVEREXCAVATION: \_\_\_\_\_ C.Y.

**If any of the below items are missing, project submittal will be returned.**

- 1 copy of all signed project conditions;
- 1 copy of current preliminary title report;
- 1 copy of approved Tentative Map, PD Site Plan and/or CUP site plan;
- 5 sets of grading & improvement plans;
- 2 sets of landscape plans;
- 1 set of all building plans;
- 1 copy of electronic file of all grading, drainage & paving plans in PDF format;
- 2 copies of cost estimate for projects in excess of 500 C.Y. in hillside areas or 1,000 C.Y. in other areas or any work, which requires retaining walls. Cost estimate to be as determined by the cost of cut or fill (whichever is greater), and shall include cost of retaining walls, drainage structures, erosion control, and other protective devices;
- 2 copies of cost estimate for public improvements
- 2 copies of cost estimate for private improvements designed to City standards;
- 1 copy of the soils report (2 copies for hillside projects);
- 2 copies of drainage report;
- 2 copies of SWPPP (w/NOI) or SWPCP;
- Grading Plan Check Fees: \$ \_\_\_\_\_ + 7% Tech Fee \$ \_\_\_\_\_
- Improvement Plan Check Fee (Public Improvements): \$ \_\_\_\_\_ + 7% Tech Fee \$ \_\_\_\_\_
- Improvement Plan Check Fee (Private Improvements): \$ \_\_\_\_\_ + 7% Tech Fee \$ \_\_\_\_\_
- Storm Water Pollution Control Plan Processing Fee: \$ \_\_\_\_\_ + 7% Tech Fee \$ \_\_\_\_\_  
(Refer to Land Development Fee Schedule)

First submittal should include the following (as applicable):

- Final map (Follow submittal checklist for final maps);
- Maintenance Assessment District (MAD) maps and documents;
- Draft deeds, drawings, descriptions and calculations for right-of-way dedication;
- Grading plans for rough grading;
- Grading plans for finish grading (plus drainage and paving for access and parking);
- Retaining wall plan, profile & section (also submit to Building & Safety for review & approval);
- Drainage plan & profile drawings and calculations;
- Stormwater treatment (SQUIMP, SWPPP w/NOI &WDID or SWPCP) plans and calculations;
- Sewer plan & profile drawings and calculations;
- Water plan (& profile when required) drawings and calculations;
- Utility plans (gas, electric, telephone, TV cable, and street lightings including under grounding of existing overhead utilities);
- Plans for screening above ground utilities;
- Street plan & profile drawings;
- Street widening plan & profile drawings and cross sections (use 1" = 20' scale);
- Traffic plans (stripping, signing & signals same scale as street or street widening plans);
- Landscape plans including hardscape, irrigation, planting (public and private when required).