



# COMMUNITY DEVELOPMENT SERVICES

## DEPARTMENT OF TRANSPORTATION

<http://www.edcgov.us/DOT/>

### SUBDIVISION IMPROVEMENT PLAN SUBMITTAL APPLICATION & CHECKLIST

- TYPE OF PROJECT:**  AGREEMENT FOR PAYMENT OF PROCESSING FEES     ROUGH GRADING  
 COMMERCIAL GRADING PLANS     OFFSITE-GRADING APPLICATION  
 PARCEL MAP IMPROVEMENT PLANS     SUBDIVISION IMPROVEMENT PLANS  
 REQUEST FOR INFORMATION FORM    OTHER \_\_\_\_\_

DATE INITIALLY SUBMITTED: \_\_\_\_\_ DATE 1<sup>st</sup> PLAN CHECK TO BE RETURNED \_\_\_\_\_

**CONSULTANT PLEASE COMPLETE THE FOLLOWING:** \_\_\_\_\_ (20 Working Days)

PROJECT NAME: \_\_\_\_\_ TM/PM NO. & PHASE: \_\_\_\_\_  
 OWNER NAME: \_\_\_\_\_ ASSESSOR PARCEL NO. \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

OWNER/DEVELOPER CONTACT PERSON:

NAME: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_  
 DESIGN ENGINEER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
 DESIGN ENGINEER/PLS SIGNATURE: \_\_\_\_\_ PE/PLS NO. \_\_\_\_\_

1. Realistic and reasonable timelines will be developed and adhered to as follow:
  - 1<sup>st</sup> plan review – twenty (20) working days for County to complete
  - 2<sup>nd</sup> plan review – ten (10) working days for County to complete
  - 3<sup>rd</sup> plan review – ten (10) working days for County to complete (*if necessary*)
2. Initial improvement plan reviews will be performed within seven (7) working days
3. Plans will be deemed **INCOMPLETE** until the following conditions are present:
  - A. Plans are consistent with County's Improvement Standards (DISM 1990)
  - B. Plans are consistent with County's Subdivision Improvement Plan Submittal Checklist
  - C. Plans are in compliance with Technical Studies, as defined in each Department's submittal requirements
  - D. Plans are in compliance with the Final Conditions of Approval

**NOTICE: THE FINANCIALLY RESPONSIBLE PARTY (FRP) FORM HAS BEEN EXECUTED**

***I HEREBY AFFIRM UNDER PENALTY OF PERJURY THAT I HAVE READ, ACKNOWLEDGED AND AGREE TO ALL CONDITIONS OF THIS APPLICATION AND CHECKLIST AND THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.\****

\* Applicant's Signature

Date

**DEPARTMENT OF TRANSPORTATION**  
**SUBDIVISION IMPROVEMENT PLAN SUBMITTAL APPLICATION & CHECKLIST**

- CD or Electronic Files shall include the plans and supporting documents in pdf format**
- 3 (three) plan sets shall include the following (24"x36" ONLY):**

**REQUIRED SET QUANTITIES**

- Grading Plans Roadway plans, profiles and sight distance triangle profiles (1"= 40' scale)
- Erosion Control Plans
- Landscape & Entry Plans (if applicable)
- Retaining Wall Plans, Profiles & Cross Sections
- Right of Way Exhibit for existing rights of way
- Signing and Striping Plan
- Storm Drain Plans
- Conditions of Approval - **on plan**
- Agency permits (USCOE, F&W, WQCB) - **on plan**
- Traffic Control Plans (for existing roadways only)
- Traffic Signal Plans and Notes (if applicable)
- Utility Plans
- DOT Survey Bench Mark (obtain from DOT Survey) - **on plan**
- Basis of Bearing - **on plan**
- Tie to Record Monuments or NAD 83 coordinate - **on plan**

Subsequent submittals shall include the following:  
 3 (three) revised plans sets \*  
 1 (one) each of the revised supporting documents\*

\*Only submit documents that have been revised.  
 State that the supporting document(s) remain unchanged and provide the reference date and submittal number.

**ADDITIONAL PLAN SETS**

- 2 (two) additional plan sets required if EDC Maintained Roads or Signalized Intersections are affected

**SUPPORTING DOCUMENTS**

**1 each of the following:**

- Assessor's Parcel Book Page(s)
- Final Map
- Permits from Other Agencies (USCOE, F&G, WQCB, etc.)
- Reference Drawings of abutting/joining road & drainage improvements (*preferably reduced to 11"x17"*)
- Tentative Map CEQA status (with documentation)
- Title Report (only need if there is some question on easement/boundary)
  
- Engineer's Estimate (sealed and signed)
- Drainage Study (sealed and signed)
- Soils Report, including pavement structural section design (sealed and signed)
  
- Financially Responsible Party (FRP form)
- Conditions of Approval
- Retaining wall structural calculations (sealed and signed)
- Specifications/Special Provisions (public bid only)
- Structural/Other Calculations (sealed and signed)
- Traffic Study (if applicable)(signed and sealed)

<b>OFFICE USE ONLY</b>	<input type="checkbox"/> This plan submittal is <b><i>INCOMPLETE</i></b> , and is returned for correction of deficient items	Staff _____	Date _____
	<input type="checkbox"/> This plan submittal is <b>complete</b> and is accepted for the first plan check	Staff _____	Date _____

**MAP ACT 66456.2(a) Improvement Plans, time limits to act, extensions.** "An improvement plan...shall be...acted on within 60 working days of its submittal, except that at least 15 working days shall be provided for processing any resubmitted improvement plan". **The time limit on the processing of discretionary projects established by state law does not start until a project is deemed complete** by the reviewing agency. Government Code 65943 give the agency has 30 calendar days from the date of application submittal to determine whether an application is complete or incomplete. If no written determination is made, the application will be deemed complete on the 30<sup>th</sup> day from receipt of the application. However, if the application is deemed incomplete, you will receive a copy of this checklist stating what is necessary to make the application complete.