

CHECKLIST FOR SUBMITTAL OF CIVIL IMPROVEMENT PLANS

All documents must be prepared in accordance with the Placer County Land Development Manual and Stormwater Management Manual. Some of the requirements listed below may not apply to every project.

REQUIRED FOR PRE-SUBMITTAL AUDIT

- One (1) **PROJECT DATA SHEET** (all information provided and signed Fee/Security Acknowledgement)
- One (1) set of **24" X 36" IMPROVEMENT PLANS**
- One (1) set of final **CONDITIONS OF APPROVAL** (Including Design Review Agreement conditions if applicable)
- One (1) copy of the approved **TENTATIVE MAP or SITE PLAN**
- One (1) copy of the preliminary **PLAN CHECK AND INSPECTION FEE SPREADSHEET**
- One (1) copy of the **DRAINAGE REPORT** (include narrative, calculations and watershed maps)
- One (1) copy of the post-construction **STORM WATER QUALITY PLAN** (for projects creating/replacing more than 2,500 sf of impervious surface)
- One (1) copy of the **SOILS REPORT** (if required by the Conditions of Approval)
- One (1) copy of a **SIGHT DISTANCE EXHIBIT** (for road connections and may be required for driveways)
- One (1) copy of the **SEWER WILL-SERVE REQUIREMENTS LETTER** (if applicable)
- One (1) copy of a **SEWER STUDY/MASTER PLAN/CAPACITY ANALYSIS/LIFT STATION DESIGN REPORTS** (for applicable projects if required per Sewer Will-Serve Requirements Letter)
- One (1) copy of **STRUCTURAL CALCULATIONS** (for retaining walls over 4' in total height (including footing))

REQUIRED FOR FIRST SUBMITTAL

- One (1) **PROJECT DATA SHEET** (all information provided and signed Fee/Security Acknowledgement)
- Eight (8) to twelve (12) sets **24" X 36" IMPROVEMENT PLANS** (exact number decided at pre-submittal audit)
- One (1) set of final **CONDITIONS OF APPROVAL** (including Design Review Agreement conditions if applicable)
- One (1) copy of the approved **TENTATIVE MAP or SITE PLAN**
- One (1) copy of the preliminary **PLAN CHECK AND INSPECTION FEE SPREADSHEET**
- Two (2) copies of the **DRAINAGE REPORT** (include narrative, calculations and watershed maps)
- One (1) copy of the post-construction **STORM WATER QUALITY PLAN** (for projects creating/replacing more than 2,500 sf of impervious surface)
- Two (2) copies of the **SOILS REPORT** (if required by the Conditions of Approval)
- Two (2) copies of a **SIGHT DISTANCE EXHIBIT** (for road connections and may be required for driveways)
- One (1) copy of the **SEWER WILL-SERVE REQUIREMENTS LETTER** (if applicable)
- Two (2) copies of a **SEWER STUDY/MASTER PLAN/CAPACITY ANALYSIS/LIFT STATION DESIGN REPORTS** (for applicable projects if required per Sewer Will-Serve Requirements Letter)
- Two (2) copies of **STRUCTURAL CALCULATIONS** (for retaining walls over 4' in total height (including footing))
- **PLAN CHECK AND INSPECTION FEE**, 40% of total required fee is due with initial submittal; the remaining 60% is due prior to plan approval.