

First (1st) Submittal Checklist (Detailed)

Project Name: _____
Project Location: _____
Contact Person: _____ **Phone #** _____

Confirm new projects fall within our jurisdiction before accepting them.

# of Copies Required	Initial Submittal Package Requirements	✓
8 -16 *	Plan sets (24" x 36"), including landscaping plans (if required)	
2	Plan Check and Inspection Fee Worksheet	
2	Drainage Report, if necessary (see project Conditions of Approval)	
2	Geotechnical Report, if necessary (see project Conditions of Approval)	
2	Sight Distance Exhibit for all driveways and road connections	
1	Storm Water Quality Plan, if necessary (see project Conditions of Approval)	
1	Final Conditions of Approval	
1	Approved Tentative Map (for land division projects)	
---	Signed Certification (see Page 5 of this handout)	
---	Plan Check Fee (40% of total fee)	

* Varies – to be confirmed at time of audit

Drainage Report, if Required	✓
Project title	
Text narrative	
Location and Site Map	
Pre-development and post-development Shed Maps	
Tabulation of pre and post development peak flows, and post flow velocities	
100-year floodplain limits defined	
Ponding and release areas (assume complete blockage of all drainage facilities)	
HGL ₁₀ for all pipes/junction structures, HGL ₁₀₀ for critical pipes/junction structures	
Methods of treatment of flows from impervious surfaces, if required	
Inlet, pipe, gutter and ditch capacity calculations	
Detention, if required (HEC-1 analysis necessary)	
HEC-1/HEC-RAS files provided on diskette as necessary	
Conclusions and Recommendations statement	
Final report wet signed and stamped	

Geotechnical Report Requirements, if Required	✓
Project Title	
Location and Site Map, including boring and test pit locations	
Soil boring/test pit logs	
Site conditions and soil parameters	
Recommendations for slope stability, settlement minimization, etc.	
Recommendations for structures (foundations, retaining walls, pavement sections, etc.)	
Appropriate soil test results with laboratory data	
Retaining wall recommendations, if proposed	
Special site conditions (shallow groundwater, expansive soils, land slippage, etc.)	
Final report wet signed and stamped	

Improvement Plan Requirements	✓
Title Sheet	
Title	
Vicinity Map	
Site Map with project location and street names	
Bearings and distances of exterior project boundaries	
Sheet index (including landscaping sheets)	
Owners name, address, phone number	
APN(s) of project	
North arrow and scale for all maps	
Legend and Abbreviations Table	
Engineer's name, address, phone number and stamp (unsigned)	
Utility contact names, addresses, phone numbers	
Instructions to contractors	
APN's and owners of adjacent properties	
Record Drawings signature block	
Developer's Right-of-Way Certificate	
Revision block	
Placer County General Notes, Standard Sanitary Sewer Notes also where applicable	
Permanent benchmark and datum, and at least one temporary benchmark near project	
Placer County signature blocks	

Improvement Plan Requirements (Continued)	✓
Plan and Profile Sheet(s)	
North arrow and scale	
Limits of improvements, contours shown at least 50' beyond limits	
Record Drawings initial block (lower right hand corner)	
Retaining wall w/ top of wall and bottom of footing elevations at ends and all angle points	
Off site improvements (easements or rights-of-entry required)	
Bearings, distances, curve data of road centerline and all easements	
Engineering stationing with bearings	
Improvements and design CL tied to minimum two monuments found in Record position	
Easements delineated and dimensioned, tied to at least two found monuments	
Right-of-way and property lines with bearings and distances	
Revision blocks	
Temporary benchmark locations and elevations	
Fire hydrant locations	
Driveways and aisles dimensioned and tied down (commercial plans)	
Vertical utility separation shown and dimensioned	
Existing & proposed parking lot lighting locations (commercial plans)	
Existing and proposed fencing, walls, gates	
Limits of cutting within existing road(s), method of backfill and restoration	
Sidewalks / walkways location and dimensions (ADA approved)	
Trash enclosure location and detail (commercial plans)	
Existing and proposed utility manholes/vaults. No manholes/vaults allowed in sidewalks	
Road/driveway connections and geometrics per Plate 116 or 117	
Horizontal and vertical curve data	
Roadway and/or driveway grades, with grade breaks identified	
Existing and finish grade centerline and EP elevations for new road	
Grading Sheet(s)	
North arrow and scale	
Contours and contour interval identified	
All existing features shown within 50 feet of proposed development	
All trees shown, with trees to be removed indicated by size and type	
Critical pad and/or minimum finish floor elevations	
Grading sections required for roads, property lines, lots, drainages	
All drainages shown	
Top and toe of all slopes	
Property lines clearly shown	
Tree preservation fencing locations	
Earthwork quantities, with offhaul location(s) identified if >250 CY	
Delineate 100-year floodplain limits	
Post-construction BMP's as included in the SWQP, if required	

Improvement Plan Requirements (Continued)	✓
Drainage Sheet(s)	
North arrow and scale	
Storm drain pipes, sizes, materials, gauges, slopes, flowlines	
Slopes and/or flow direction arrows	
Elevations provided at all property lines and conform locations	
Drainage receiving facilities clearly shown	
Easements provided for onsite drainages	
Easements required for offsite drainage facilities	
Delineate 100-year floodplain limits	
Detention facilities, if required	
Detail Sheet(s)	
Typical road sections, including all existing features and right-of-way shown	
Typical lot grading sections	
Typical boundary sections, required for all boundaries with adjacent properties	
Retaining wall profile and sections, where necessary	
Standard Sanitary Sewer Detail Sheet (if County public sewer)	
Erosion Control/Winterization Sheets(s)	
Identification of DI's, drainages, and sensitive areas	
Temporary stabilization measures (hydroseed, mulch, straw, etc.)	
Temporary erosion control measures (silt fence, wattles, straw bales, etc.)	
Permanent stabilization measures	
Details for all proposed erosion control and winterization measures	
Signing and Striping Sheet(s)	
Street lighting with details, as necessary	
Parking striping detail and dimensions (commercial plans)	
Traffic control plan	
Signing and striping plan per Caltrans Details	
Street names	

Sanitary Sewer Sheet(s), if Required	✓
Sewer/utility plan with all utility lines, lots (numbered), roads, easements, joint trench	
Water and sewer lines labeled with size and directional flowboats	
Plan and profile for proposed sanitary sewer	
Survey data for horizontal curved lines, or tie to road centerline with offset	
Vertical curve data on profile	
Separate local sanitary sewer for services where main line is >15 feet deep	
Horizontal clear dimensioning between parallel utilities provided	
House services and future service stubs with cleanouts at ROW	
Pipe inlet/outlet inverts at SSMH	
Station, offset and invert elevations at all service stubs	
SSMH's numbered on both plan and profile, with rim elevations on profile	
Stations and inverts for all pipes in and out of SSMH's	
Sewer easements shown and dimensioned, minimum 15 feet	
Sanitary sewer slopes, pipe lengths, sizes, etc. on profile	
SSMH details	
Show limit of gravity sewer each lot not completely served with minimum pad elevation	
Pump lots identified	
Public sewer on south or east side of road, unless existing connection on incorrect side	
Lift station standard design sheets and details (if applicable)	
Paved access to each sanitary sewer manhole (min. 12 feet wide, 3" AC over 8" AB)	
Sewer Study/Master Plan, if required	

Landscape Sheets, if Required	✓
Planting plan	
Irrigation plan	
Power and water point of connection identified	
Recreational facility plan, if required	

Miscellaneous Exhibits/Documentation, as Necessary	✓
Easement legals and plats for ALL necessary offsite easements	
Development Notebook excerpts as necessary for driveway grading	
IOD easement descriptions (draft until ready to record)	
Onsite easements for all commercial projects (required prior to plan approval)	

SUBMITTAL CERTIFICATION

Project Title _____

Date of Audit _____

Audited By _____

The undersigned applicant/developer and engineer have reviewed the above-referenced plan review submittal package against the Placer County *Initial Plan Review Submittal Checklist*, and certify that the package is substantially complete. By signing this Certification, we acknowledge that if the County finds the submittal package to be incomplete, the package will not be accepted for review. We further understand that if the package is deemed complete during the plan review audit and accepted for review, the County may, upon further review, find the package to be incomplete, and subject to return without review or action.

Applicant/Developer Name	Phone Number
Address	Fax Number/E-Mail
Signature	Date
Print Name and Title	
Civil Engineer Name	Phone Number
Address	Fax Number/E-Mail
Signature	Date
PE Registration No.	