



# CITY OF WILDOMAR

## PUBLIC WORKS DEPARTMENT

### PLAN CHECK APPLICATION AND FIRST SUBMITTAL REQUIREMENTS

<b>Project Information</b>	Date:	IP#:
Parent Case # (TR, PM, PP, CUP, PUP, MS):		
Description/Location (Map & Phase # / No. of Lots / Street Names):		
<b>Engineering Firm (Name as appears on letterhead)</b>		
Address:		
City / State / Zip:		
Phone:	Contact Person (Last Name / First):	
Fax:	Email Address:	
<b>Applicant (Name as appears on letterhead)</b>		
<b>Note:</b> The Applicant will receive all billings, correspondence & refunds for deposit based fees.		
Address:		
City / State / Zip:		
Phone:	Contact Person (Last Name / First):	
Fax:	Email Address:	
<b>Owner (Name as appears on letterhead)</b>		
Address:		
City / State / Zip:		
Phone:	Contact Person (Last Name / First):	
Fax:	Email Address:	

**If the Engineer, Applicant or Owner changes, it is their responsibility to let the City know, as it will misdirect the refund at the end of the project.**

23873 Clinton Keith Road, Suite 201  
Wildomar, CA 92595  
Phone: 951.677.7751  
Fax: 951.698.1463

**B. (CONTINUED) FIRST SUBMITTAL REQUIREMENTS**

**THIS FORM MUST BE SUBMITTED WITH FIRST PLAN CHECK**

(Submit All Applicable Items)

Project No: \_\_\_\_\_ Schedule: \_\_\_\_\_ (if applicable)

Project Description: \_\_\_\_\_

Check All That Apply

1. \_\_\_\_\_ We have prepared our plans and submittal in conformance with the "Improvement Plan Check Policies and Guidelines" dated \_\_\_\_\_.
2. \_\_\_\_\_ 2 sets Street and Drainage Plans
3. \_\_\_\_\_ 2 sets Street cross-sections at 25' minimum intervals, or as needed for any work joining or overlaying existing pavement.
4. \_\_\_\_\_ 2 sets Water and Sewer Plans
5. \_\_\_\_\_ 2 sets Signing and Striping Plans (required with 1<sup>st</sup> submittal) or Traffic Sign Plan or Signal and Striping Plans with Street Plans (rolled separately)
6. \_\_\_\_\_ 2 sets Street Light Plans
7. \_\_\_\_\_ 2 sets 24" x 36" Landscaping Plans (required by conditions). See Comprehensive Landscape Guideline and Standards
8. \_\_\_\_\_ 2 sets Rough Grading Plans and Erosion Control Plans
9. \_\_\_\_\_ 2 sets Final Parcel or Tract Map (Required on Parcel Map or Tract Map cases)
10. \_\_\_\_\_ 1 Approved Tentative Map (TR & PM) or Site Plan (PP, CUP, PUP)
11. \_\_\_\_\_ 2 sets Hydraulic and Hydrological Maps and Calculations (for ref only if Flood Control to check and approve)
12. \_\_\_\_\_ 1 Soils Report (Required on TR & PM) including R-Value; and evaluation of the existing pavement and structural section for roads to be widened.
13. \_\_\_\_\_ 1 Construction Cost Estimate (using our forms and unit prices) with Plan Check Fee Calculation Sheet
14. \_\_\_\_\_ 1 Check in the amount of:  
                                  \$ \_\_\_\_\_ Improvement Plan Check Fee  
                                  + \_\_\_\_\_ Surcharge Fee (2% Improvement Plan Check Fee)  
                                  \$ \_\_\_\_\_ Total
15. \_\_\_\_\_ 1 Copy of special instructions and prior commitments
16. \_\_\_\_\_ 1 Copy of the Approved Conditions of Approval
17. \_\_\_\_\_ 1 Copy of all the adjacent or reference plans used in the design and/or reference on plans.
18. \_\_\_\_\_ Statement of omissions in design and reasons therefore
19. \_\_\_\_\_ Check here if this project is related to a Parcel or Tract Map
20. \_\_\_\_\_ If this is an MS, provide meeting date, \_\_\_\_\_ (see Note E below) and written acceptance from Plan Check Section
21. \_\_\_\_\_ Are there any TIP Projects in the vicinity of your project? \_\_\_\_ Yes \_\_\_\_ No  
If Yes, contact Jon Crawford at (951)677-7751.

**B. (CONTINUED) FIRST SUBMITTAL REQUIREMENTS**

**NOTE:**

- A. Each approved unit of a phased tract shall be submitted on a separate and complete set of plans. It should be complete on its own merit. No combining of improvement plans of phases is allowed, except for grading plans, which can be combined for all the phases.
- B. All storm drains 36" and less, including catch basins, laterals, and all facilities to be maintained by the Transportation Department can be on the street plans using the Public Works standard form sheets. Street and Storm Drain sheets and construction notes shall be numbered consecutively. Quantities shall be included on sheet one and on construction cost worksheet.  
Should there be any Flood Control facilities to be maintained, then all storm drains including Public Works facilities shall be on a separate set of plans from the street plans using Flood Control standard form sheets, but the Public Works Department signature block must be added to them. Quantities of Public Works facilities shall be shown on the cover sheet of the street improvement plans and on the Flood Control Cost Worksheet. This is based on MOU between Transportation and Flood dated April 5, 2007 at Riverside County as adopted by the City of Wildomar.
- C. The Plan Check Section reserves the right to reject the submitted plan package without performing any plan checks if any of the required plans or information items are missing.
- D. No project shall be submitted and it shall not be accepted for plan check until it has its conditions of approval approved by the City Council and it states "In Effect." If project has a special need and the Division Engineer has agreed to accept the submittal on an "At Risk" basis, the applicant shall provide an At Risk letter as outlined in Sec I part K.
- E. For ALL MS (non-conditioned) projects, Design Engineer must meet with City Engineer before submitting plans for revisions.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed or Typed

Civil Engineer's Stamp