



# city of san luis obispo

Public Works/Development Review, [www.slocity.org](http://www.slocity.org)  
919 Palm Street, San Luis Obispo (805) 781-7015

## IMPROVEMENT PLAN SUBMITTAL CHECKLIST

Address: \_\_\_\_\_  
Tract # \_\_\_\_\_ MS # \_\_\_\_\_ Misc # \_\_\_\_\_

The following components are required to be included with the first submittal of Improvement Plans unless specifically waived or deferred in writing for the specific project by the City Public Works Department. Public Works Development Review's goal is to return the plan check within 6 weeks of receiving a complete application.

### INCOMPLETE SUBMITTALS WILL BE REJECTED

Check each box to indicate that you have provided the appropriate information. City staff will verify that all information has been included.

- |                          |                          |   |
|--------------------------|--------------------------|---|
| Applicant                | City                     |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Estimate Of Probable Costs - <i>(Plan check &amp; Construction Inspection fees will be due with the second submittal and based on the approved estimate of probable costs. Fees are adjusted annually.)</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Improvement Plans : 5 Sets For all portions of project including the following: <ul style="list-style-type: none"> <li>• Grading/Erosion Control Plan (per Section 10.0 of the DDM)</li> <li>• Landscape Plans <i>(If and where required)</i></li> <li>• Traffic Striping &amp;/or Signal Plans <i>(If applicable)</i></li> <li>• Structural &amp;/or Bridge Plans ( " " )</li> <li>• Offsite Improvements ( " " )</li> <li>• Index Map - including landscape and other plans</li> <li>• Street Names - approved by City</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed Hydrology and Hydraulic Analysis Report <i>(per Section 2.0 of the Drainage Design Manual)</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Storm Water Pollution Prevention Plan <i>(If applicable)</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Subdivision Final or Parcel Map (when project is a subdivision)   |

Owner/Developer	Contact Information	E-mail Address
Engineer	Contact Information	E-mail Address

Public Works Department reserves the right to reject the submittal package without performing any map or plan checks if any of the required plans or supporting information items are not included with this submittal.

I, the undersigned Engineer/Surveyor, do verify that all the items necessary for this project and as checked above are included in the attached submittal.

\_\_\_\_\_  
Name (Printed) Date

\_\_\_\_\_  
Signature

Engineer's Seal: