IMPROVEMENT PLAN SUBMITTAL CHECKLIST

Address:_____

Tract #_____   Parcel Map #_____   Misc #_____

(to be assigned by the City)

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 Community Development Department.

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

☐   ☐   Conditions of Approval Compliance Matrix

☐   ☐   Estimate of Probable Costs

☐   ☐   Payment of Plan Check fees is due with this first submittal. See fee schedule:
https://www.slocity.org/government/department-directory/community-development/fees.
Request an invoice prior to submitting.

☐   ☐   Improvement Plans: Email a digital submittal to: engineering@slocity.org.
Printed plans are not required unless requested. Include the following:
- Grading/Erosion Control Plan (per Section 10.0 of the DDM)
- Landscape Plans *(If and where required)*
- Traffic Striping &/or Signal Plans   *(If applicable)*
- Structural &/or Bridge Plans   *(" ")*
- Offsite Improvements   *(" ")*
- Index Map - including landscape and other plans
- Street Names - approved by City

☐   ☐   Detailed Hydrology and Hydraulic Analysis Report *(per Section 2.0 of the Drainage Design Manual)*

☐   ☐   Stormwater Control Plan Checklist, located at:
https://www.slocity.org/home/showpublisheddocument/5190/638065212283730000

☐   ☐   Storm Water Pollution Prevention Plan   *(If applicable)*

☐   ☐   Project soils report

☐   ☐   Subdivision Final or Parcel Map (when project is a subdivision)

_____   _____   _____
Owner/Developer   Phone number   Email Address

_____   _____   _____
Engineer   Phone number   Email Address

The Community Development 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

_____   Engineer's Seal:
Signature