

**CITY OF MISSION VIEJO  
LANDSCAPE IMPROVEMENT PLAN SUBMITTAL SHEET**

TRACT/PARCEL MAP NO.: \_\_\_\_\_

LOTS: \_\_\_\_\_

TENTATIVE TRACT/PM NO.: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

COMPANY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

LOG NO.: \_\_\_\_\_

EOT: \_\_\_\_\_

CHECKED BY: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**THE FOLLOWING ITEMS MUST ACCOMPANY EACH SUBMITTAL:**

**FIRST CHECK**

- 2 Sets of bluelines (must be signed)  
(construction/irrigation/plotted sight distance at streets/driveways)
- 3 Sets of specifications
- 2 Itemized cost estimates
- 2 Square footage estimates by type
- 2 Sets irrigation calculations
- 2 Sets horticultural soils analysis reports
- 1 Precise grading plan (for reference only)
- 2 Tract maps
- 2 Approved preliminary plans
- 2 Signed conditions of approval
- Approved retaining wall plans
- Building elevations

**SUBSEQUENT CHECKS**

- 2 Sets of bluelines
- 1 Previous check print
- 2 Sets revised irrigation calculations
- 2 Sets revised cost estimates

**FINAL SUBMITTAL FOR CITY APPROVAL**

- \_\_\_\_\_ Originals
- Specifications
- 1 Set bluelines
- Payment of plan check fees

**REQUIRED AFTER APPROVAL**

- \_\_\_\_\_ Originals
- 2 Sets of bluelines (rolled)

<b>Cost Estimate Amount</b>	<b>Deposit</b>
\$1 – \$10,000	\$500
\$10,001 – \$50,000	\$1,250
\$50,001 – \$100,000	\$2,500
\$100,001 +	\$5,000

**REVISION SUBMITTAL:**

1. Submit one blueline with revisions marked in red for City Engineer's approval. Submit cost estimate and square footage estimate, if increased.
2. Check print will be returned with any additional comments (if applicable) to original firm submitting the plans.
3. Submit originals and last check print with the changes for the City Engineer's signature. Pay any additional fees (if required).
4. After revision has been signed, we request two sets of bluelines and the originals (reduced Mylar set if plans are larger than 24" by 36").

**NOTE:** Upon completion of the project, as-built plans are required. See the handout titled "As-Built Submittal Process" available from Public Works.