

**CITY OF MISSION VIEJO
TRAFFIC SIGNAL PLAN SUBMITTAL SHEET**

INTERSECTION: _____
 TRACT/PM NO.: _____
 TENTATIVE TRACT/PM NO.: _____
 SUBMITTED BY: _____
 COMPANY: _____
 TELEPHONE: _____

IMPROVEMENT PLAN CHECK NO.: _____
 PLAN NAME: _____
 GRADING PERMIT NO.: _____
 RECEIPT NO.: _____
 RECEIVED BY: _____
 DATE: _____

THE FOLLOWING ITEMS MUST ACCOMPANY EACH SUBMITTAL:

FIRST CHECK

- 4 Sets of prints (must be signed) (with title sheet, standard details, and plotted sight distance)
- 2 Cost estimates
- 2 Tract maps
- Street improvement plan (for reference only)
- 2 Signed conditions of approval
- 2 Sets of specifications
- Microfilm/Scanning fee of \$50
- Pre-inspection fee of \$400

SUBSEQUENT CHECKS

- 3 Sets of prints
- Previous check print

FINAL SUBMITTAL FOR CITY APPROVAL

- Originals (all sheets must be stamped and signed by civil engineer)
- 1 Set of prints

REQUIRED PLANS AFTER APPROVAL

- Originals
- 3 Sets of prints (1 folded, 2 rolled)
- 3 Additional sets of prints if applying for encroachment permit (folded)

| Cost Estimate Amount | Deposit | Cost Estimate Amount | Deposit |
|----------------------|---------|-------------------------|----------|
| 1 Lot – Homeowner | \$395 | \$200,001 – \$500,000 | \$6,000 |
| \$1 – \$50,000 | \$1,500 | \$500,001 – \$1,000,000 | \$9,000 |
| \$50,001 – \$200,000 | \$3,000 | \$1,000,001 – Up | \$10,000 |

- Extraordinary Overtime plan check requested: No Yes (App. Initials) _____
 (Plan check fees will be 1½ times standard fees)

REVISION SUBMITTAL:

1. Submit one print with revisions **marked in red** or **highlighted** for City Engineer's review and fee determination.
2. Check print will be returned with any corrections or changes needed.
3. Submit one revised print with the corrections or changes highlighted, last check print, and originals for the City Engineer's review and approval. Pay any additional fees as required.
4. After revision has been approved, City requires three sets of prints and the approved originals (reduced Mylar set if plans are larger than 24" by 36").

NOTE: Upon completion of the project, as-built plans, the timing chart, wiring diagram, and reduced 11" x 17" in KP-5 paper are required of approved as-built plans. See the handout titled "As-Built Submittal Process" available from Public Works.