CITY OF MISSION VIEJO
LANDSCAPE IMPROVEMENT PLAN SUBMITTAL SHEET

TRACT/PARCEL MAP NO.: ________________
LOTS: ________________________________ LOG NO.: ________________________________
TENTATIVE TRACT/PM NO.: ______________ EOT: ________________________________
SUBMITTED BY: ________________________ CHECKED BY: ________________________
COMPANY: ____________________________ RECEIVED BY: ________________________
TELEPHONE: __________________________ 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)

Cost Estimate Amount Deposit

| $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.