

**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 blueines (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 blueines
- 1 Previous check print
- 2 Sets revised irrigation calculations
- 2 Sets revised cost estimates

FINAL SUBMITTAL FOR CITY APPROVAL

- ____ Originals
- Specifications
- 1 Set blueines
- Payment of plan check fees

REQUIRED AFTER APPROVAL

- ____ Originals
- 2 Sets of blueines (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 blueine 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 blueines 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.