

CITY OF MISSION VIEJO PRECISE GRADING PLAN SUBMITTAL SHEET

TRACT/PARCEL MAP NO.: _____

GRADING PLAN CHECK NO.: _____

LOT NOs: _____

PLAN NAME: _____

APPLICANT: _____

GRADING PERMIT NO.: _____

SUBMITTED BY: _____

RECEIPT NO.: _____

COMPANY: _____

RECEIVED BY: _____

TELEPHONE: _____

DATE: _____

THE FOLLOWING ITEMS MUST ACCOMPANY EACH TYPE OF SUBMITTAL:

FIRST CHECK

- ☐ 6 Sets of prints
- ☐ 4 Copies of soils reports
- ☐ 2 Cost estimates for improvements
- ☐ 2 Sets hydrology & hydraulics
- ☐ 2 Approved tentative map & site plan
- ☐ 2 Copies of signed conditions of approval
- ☐ 2 Tract maps
- ☐ 2 Copies of approval from other agencies
- ☐ 2 Copies of approval from State Water Quality Control Board (if applicable)
- ☐ 2 Copies of Water Quality Management Plan
- ☐ WQMP review fee of \$1,200
- ☐ Scanning fee of \$50
- ☐ Pre-inspection fee of \$400
- ☐ Soils report review fee of \$ _____
- ☐ Plan check deposit of \$ _____
(see Deposit Schedule listed below)

SUBSEQUENT CHECKS*

- ☐ 3 Sets of prints
- ☐ Previous check print
- ☐ Previous check correction lists
- ☐ 2 Sets revised hydrology
- ☐ Previous hydrology check
- ☐ Required bond and fee payment

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)

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)

***Total plan check fees are due at time of second plan check submittal.**

REVISION SUBMITTAL:

- Submit one print with revisions **marked in red** or **highlighted** for City Engineer's review and fee determination.
- Check print will be returned with any corrections or changes needed.
- 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.
- 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 are required. See the handout titled "As-Built Submittal Process" available from Public Works.