

CITY OF MISSION VIEJO STREET IMPROVEMENT PLAN SUBMITTAL SHEET

STREET/LEGAL DESC.: _____	IMPROVEMENT PLAN CHECK NO.: _____
LOTS: _____	PLAN NAME: _____
APPLICANT: _____	GRADING PERMIT NO.: _____
SUBMITTED BY: _____	RECEIPT NO.: _____
COMPANY: _____	RECEIVED BY: _____
TELEPHONE: _____	DATE: _____

THE FOLLOWING ITEMS MUST ACCOMPANY EACH SUBMITTAL:

FIRST CHECK

- 3 Sets of prints with sight distance plotted at intersections and driveways
- 2 Cost estimates for improvements
- 2 Sets hydrology & hydraulics
- 2 Approved grading plans
- 2 Copies of signed conditions of approval
- 2 Tract maps
- 1 Traffic signal plan, if applicable (for reference only)
- 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
- Scanning fee of \$50
- WQMP review fee of \$1,200
- Pre-inspection fee of \$500
- 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 bonds 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)
- 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)

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

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 are required. See the handout titled "As-Built Submittal Process" available from Public Works.