



CHECKLIST
**IMPROVEMENT
PLANS**

Please Type or Print

File No.	Quad.
Related Files	
Department Use Only	

GENERAL INFORMATION	LOCATION OF PROJECT (ADDRESS)	ASSESSOR'S PARCEL NUMBER(S)	NO. OF PROPOSED LOTS	
	NAME OF PROPOSED PROJECT			
	APPLICANT NAME	ADDRESS	APPLICANT'S PHONE () -	
	PROPERTY OWNER'S NAME	ADDRESS	PHONE () -	
	NAME OF ENGINEER/SURVEYOR		LICENSE NO.	
	ADDRESS		PHONE () -	
NOTE: Improvement Plans must be prepared by a registered civil engineer.				

SUBMITTAL REQUIREMENTS	<input type="checkbox"/> FINAL MAP (Associated with these plans.) <input type="checkbox"/> PARCEL MAP (Associated with these plans.) <input type="checkbox"/> NO MAP (Associated with these plans.) If a rezoning is associated with these improvement plans, has that rezoning been approved by the City Council? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	<p style="text-align: center;">NUMBER OF COPIES</p> <input type="checkbox"/> Eight blueline or blackline copies (24" x 36") folded into fourths (approximately 9" wide x 24" tall). <p style="text-align: center;">GENERAL</p> <input type="checkbox"/> 1. North arrow (to be upward facing if practical) and sheet number (all sheets). <input type="checkbox"/> 2. Scale, written and graphic (all sheets). <input type="checkbox"/> 3. Location map (with north arrow upward facing). <input type="checkbox"/> 4. Benchmark (established City benchmark). <input type="checkbox"/> 5. Symbols legend. <input type="checkbox"/> 6. Abbreviation legend. <input type="checkbox"/> 7. Index to drawings. <input type="checkbox"/> 8. General Notes. <input type="checkbox"/> 9. Title block (all sheets): <input type="checkbox"/> a. Name of engineering firm. <input type="checkbox"/> b. Location for R.C.E. seal, signature, and expiration date. <input type="checkbox"/> c. City Engineer approval block. <input type="checkbox"/> d. Date prepared. <input type="checkbox"/> 10. Clear delineation of project boundaries <input type="checkbox"/> 11. Nature and dimension of existing and proposed easements: <input type="checkbox"/> a. To be in conformance with the final/parcel map. <input type="checkbox"/> b. Public and private easements clearly delineated. <input type="checkbox"/> 12. Typical section of all streets: <input type="checkbox"/> a. Width of street, property lines, easements, curb and sidewalk. <input type="checkbox"/> b. Crown and centerline locations. <input type="checkbox"/> c. Pavement and base type and thickness	<p style="text-align: center;">STREETS</p> <p><u>Plan View:</u></p> <input type="checkbox"/> 13. Centerline and curb line data (submit calculations). <input type="checkbox"/> 14. Street names, widths. <input type="checkbox"/> 15. Property lines. <input type="checkbox"/> 16. Centerline stationing: <input type="checkbox"/> a. Conform to existing stationing if previously set. <input type="checkbox"/> b. All B.C.'s, E.C.'s, and grade breaks, driveways, etc. <input type="checkbox"/> 17. Gutter slopes (on curb returns & cul-de-sacs) and flow arrows. <input type="checkbox"/> 18. Top of curb elevations and stationing at curve points, grade breaks and crest or sag points. <input type="checkbox"/> 19. Required sidewalk. <input type="checkbox"/> 20. Monument locations at all E.C.'s, B.C.'s, or P.I.'s and street intersections. <p><u>Profile View:</u></p> <input type="checkbox"/> 21. Existing ground surface (100' each direction beyond improvements, 200' for major streets). <input type="checkbox"/> 22. Profile of improvement: <input type="checkbox"/> a. Stationing and elevation at all grade breaks. <input type="checkbox"/> b. Vertical curve data. <input type="checkbox"/> 23. Cross sections every 25 feet for all existing half streets: <input type="checkbox"/> a. Stationing. <input type="checkbox"/> b. Existing and proposed grades. <input type="checkbox"/> c. Existing and proposed cross-slopes. <input type="checkbox"/> d. Centerline, existing edge of pavement (conform) and top of curb elevations.	
	DATE CHECKLIST RECEIVED	CHECKLIST RECEIVED BY	ENGINEERING & INSPECTION FEES: (Not applicable if this application is accompanied by a Final Map or Parcel Map application.)

