

SUBMITTAL REQUIREMENTS FOR IMPROVEMENT PLANS

- 1) **Transmittal letter** showing all documents, plans and supporting items transmitted.
- 2) Two (2) copies of preliminary quantities and cost estimates.
- 3) Plan check fee based on current City fee schedule and deposit policies, including collection Planning plan check fees. **A Deposit is due at the time of submittal.** Plans will not be processed without a fee deposit.
- 4) Four (4) sets of blueprints of street improvement plans. (24" x 36" format)
- 5) Two (2) copies of sewer and water plans. (24" x 36" format)
- 6) Two (2) copies of traffic study when required.
- 7) Two (2) copies of the approved conditions of approval.
- 8) One (1) copy of all reference material or existing plans used.
- 9) Two (2) copies of traffic signing and striping plans. (May be part of street plans)
- 10) Two (2) copies of traffic control / detour plans.
- 11) Two (2) copies of street cross sections at 50 foot interval minimum.
- 12) Two (2) copies of hydraulic calculations for storm drain system.
- 13) Three (3) sets of blueprints of storm drain plans if not combined with street improvement plans.

FINAL SUBMITTAL

- 1) Mylars of approved plans," Wet", signed by engineer of record; Must have hanging tabs attached by blueprint company after City engineer signs mylars and prior to issuance of permits.
- 2) Digital file of improvement plans (DXF/ DWG Format).
- 3) Two (2) sets of full size bluelines.