

**CITY OF ESCONDIDO
ENGINEERING DEPARTMENT
IMPROVEMENT PLAN
INITIAL SUBMITTAL CHECKLIST**

Project Name _____

A. THE FOLLOWING ITEMS MUST BE SUBMITTED FOR INITIAL PLANCHECK:

- 1. Transmittal letter from Engineer of Work listing all items being submitted
- 2. Copy of environmental clearance or completed E.I.A. form, Part 1.
(not required if submitted with grading plan)
- 3. Ten (10) sets of blueline prints of the improvement plans folded to **9" X 12"**
- 4. Two (2) sets of bound Drainage Report, sealed & signed by Engineer of Work.
(not required if submitted with grading plan)
- 5. Two (2) sets of bound Soils Report, sealed & signed by Engineer of Work.
(not required if submitted with grading plan)
- 6. Two (2) copies of Engineer's Cost Estimate (for bonds)
(must use City format for cost estimate - electronic file available at front counter)
(not required if submitted with grading plan)
- 7. Two (2) copies of Preliminary Title Report issued within 6 months of submittal.
(not required if submitted with grading plan or map)
- 8. One (1) blueline print of approved Site Plan or Tentative Map.
(not required if submitted with grading plan or map)
- 9. Two (2) copies of letter from appropriate Water District (if not City of Escondido) stating water is available for project
- 10. Two (2) copies of letter from appropriate Sewer District (if not City of Escondido) stating project may connect to existing sewer.
- 11. Concurrent submittal if applicable: Final/Parcel map, Grading Plans.
- 12. Plancheck fee .

COMMENTS: _____

NOTE: INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED.

SUBMITTAL COMPLETE. BY: _____ **DATE:** _____

**CITY OF ESCONDIDO
ENGINEERING DEPARTMENT
IMPROVEMENT PLAN
RE-SUBMITTAL CHECKLIST**

City Project No. _____ City Project Name _____

City Drawing No. _____ City Project Engineer _____

**B. THE FOLLOWING ITEMS MUST BE INCLUDED IN EACH RESUBMITTAL:
Project plan checker will strike items not required and initial.**

- 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted
- 2. Copy of previous transmittal letter from the City and plan checker's marked checklist.
- 3. Five (5) sets of bluelines of the corrected improvement plans folded to **9" x 12"**
- 4. Two (2) sets of bound Drainage Report corrected as necessary, sealed and signed by the Engineer of Work
- 5. Two (2) sets of bound Soils Report corrected as necessary, sealed and signed by the Soils Engineer
- 6. Two (2) sets Engineer's Cost Estimate corrected as necessary sealed and signed by the Engineer of Work
- 7. All previous checkprints of plans, reports, calculations and estimates.
- 8. Concurrent resubmittal if applicable: Final/Parcel Map, Grading and Erosion Control Plans
- 9. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

COMMENTS: _____

NOTE: INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED.

SUBMITTAL COMPLETE. BY: _____ **DATE** _____

**C. THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE CITY APPROVAL:
Project plan checker will mark items not required with N/A.**

- 1. Transmittal letter from the Engineer of Work listing all the items being submitted.
- 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist.
- 3. Digital copy of plans on CD.
- 4. All previous checkprints of plans, reports, calculations and estimates.
- 5. Two (2) sets of the corrected bluelines of the improvement plan folded to **9" X 12"**
- 6. Original mylars or photomylars of plans with required signatures. Engineer of Work must seal & sign mylars.
- 7. Proof of approval of securities and agreements, and verification of payment of balance of fees.
- 8. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

COMMENTS: _____

SUBMITTAL COMPLETE. BY: _____ **DATE** _____