

**ENGINEERING SERVICES**

**Fiber Optic or General Utility Plan**

**Initial Submittal Checklist**

Project Name: Date:

Project Location:

Related Planning Case No(s):

All items on this checklist must be included in the initial submittal for a complete submittal. Incomplete submittals will be rejected or not processed by the City. If the applicant deems an item to be not applicable to the proposed project, it shall be marked as “Not Applicable” with an explanation. **An appointment is required for all initial submittals.** Please contact Engineering Services at (760) 839-4651 or at [engineeringservices@escondido.org](mailto:engineeringservices@escondido.org) for a preliminary screen-check of the submittal and to schedule a submittal appointment.

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|  | | | | Official Use Only |
| Not Applicable | Included | Item Description  *Two (2) copies of administrative, reference plans, and cost estimates are needed per project* | Explanation |  |
|  |  | **Administrative Items need only 1 set for overall project** |  |  |
|  |  | Copy of this City Transmittal |  |  |
|  |  | Transmittal letter from the Applicant |  |  |
|  |  | One (1) set of the Planning approved Small Cell Wireless Facility Permit (required if proposed facilities connect to a wireless facility or wireless antenna) |  |  |
|  |  | One (1) copy of the Engineering Conditions of Approval for related Planning Case(s) (required for proposed facilities that connects to small cell or wireless antenna) |  |  |
|  |  | Purpose of proposed facilities (circle one, and/or provide explanation):   * Connect to wireless facility * Backbone infrastructure installation * Service drop for new customer(s) * Other (provide explanation) |  |  |
|  |  | Is your Agreement with the City for installation of the proposed facilities current?  This Agreement shall be provided upon request. Please note expiration date of Agreement: |  |  |
|  |  | **Plans** |  |  |
|  |  | Two (2) sets of the Fiber Optic or General Utility Plans, folded to 9”x12” |  |  |
|  |  | PDF of all submitted plans on a CD or emailed to engineeringservices@escondido.org |  |  |
|  |  | One (1) set of Reference City Record Drawings for City utilities in project vicinity |  |  |

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| Not Applicable | Included | Item Description | Notes |  |
|  |  | **Cost Estimate and Fees** |  |  |
|  |  | Two (2) copies of the Telecommunications Engineer’s Cost Estimate. Must use City’s format which can be found at <https://www.escondido.org/current-development.aspx> (Required for Applicant’s whom have an Agreement with the City that specifies Bonds equal to the cost to remove or maintain their facilities be posted with the City) |  |  |
|  |  | Misc. Engineering Plan Review Fee (see City’s Fee Schedule for current fees). Plan review fees are not required for Applicants that pay cost recovery in accordance with an Agreement with the City. |  |  |