



ENGINEERING SERVICES

Improvement Plan Initial Submittal Checklist

Project Name: _____ Date: _____

All items must be included in the initial submittal to ensure a complete submittal. Incomplete submittals will be rejected. 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 to schedule an appointment.

				Official Use Only
Not Applicable	Included	Item Description	Explanation	
		Administrative Items		
		Copy of this City Transmittal		
		Transmittal letter from the Engineer or Surveyor		
		Two (2) copies of the Preliminary Title Report, issued within six months of submittal		
		Two (2) sets of the Plat & Legal, along with the traverse calculations, for any easements and dedications		
		One (1) set of the Planning approved Plot Plan, Substantial Conformance, or Certified Tentative Map (Not required for single lot grading plan)		
		One (1) copy of the Engineering Conditions of Approval		
		Reports		
		Two (2) sets of bound Drainage Report, signed and sealed by the Engineer or Surveyor (No binders)		
		Two (2) sets of bound Soils Report, signed and sealed by the Engineer or Surveyor (No binders)		
		Two (2) sets of bound Storm Water Quality Management Plan (SWQMP) for all priority projects, signed and sealed by the Engineer or Surveyor (No binders)		
		Plans		
		Six (6) sets of the Improvement Plans, folded to 9"x12"		
		PDF of all submitted plans on a CD or emailed		
		One (1) set of Reference Improvement Plans for adjoining construction		

				Official Use Only
Not Applicable	Included	Item Description	Notes	
		Fees		
		Two (2) copies of the Engineer's Cost Estimate. Must use City's format which can be found at https://www.escondido.org/current-development.aspx		
		Engineering Improvement Plan Review Fee		
		Engineering Review of SWQMPs Fee - \$750		