

**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).

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| --- | --- | --- | --- | --- |
|  | | | | Official Use Only |
| Not Applicable | Included | Item Description | Explanation |  |
|  |  | **Administrative Items** |  |  |
|  |  | Copy of this City Transmittal |  |  |
|  |  | Transmittal letter from the Applicant |  |  |
|  |  | The Planning approved Small Cell Wireless Facility Permit (required if proposed facilities connect to a wireless facility or wireless antenna) |  |  |
|  |  | 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 (clarify if backbone is existing or new) * Service to a 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: |  |  |
|  |  | PDF of all plans and documents listed on this transmittal submitted through the City’s portal |  |  |
|  |  | **Plans** |  |  |
|  |  | Two (2) hard copy sets of the Fiber Optic or General Utility Plans, folded to 9”x12” submitted to the Engineering Services counter |  |  |
|  |  | Reference City Record Drawings for City utilities in project vicinity uploaded to the portal |  |  |

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|  | | | | Official Use Only |
| Not Applicable | Included | Item Description | Notes |  |
|  |  | **\*Cost Estimate and Fees** |  |  |
|  |  | One (1) hard copy of the Telecommunications Engineer’s Cost Estimate submitted to the Engineering Services Counter. Must use City’s format which can be found at [https://www.escondido.org/land-development.aspx](https://www.escondido.org/Data/Sites/1/media/Engineering/FY20.21/FY20.21CopyofEngineersEstimateofCost2020.xls) (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)  Or  A deposit for cost recovery in accordance with an Agreement with the City. |  |  |

\*See Engineering Fee Schedule for current Misc. [Engineering Plan Review Fees](https://www.escondido.org/Data/Sites/1/media/Engineering/LandDevelopment/FinalFY20.21EngineeringFeeScheduleR2020-29R2003.doc)