

**ENGINEERING SERVICES**

**Rough Grading, Precise Grading & Drainage, or Demo Erosion Control Plan**

**Initial Submittal Checklist**

Project Name: Date:

All items on this checklist and all drawings required for the project (except Landscape plan, which shall be submitted by the 2nd project submittal) 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.

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| --- | --- |
|  | Official Use Only |
| Not Applicable | Included | Item Description |  Explanation |  |
|  |  | **Administrative Items (Only 1 set for overall project)** |  |  |
|  |  | Copy of this City Transmittal |  |  |
|  |  | Transmittal letter from the Engineer or Surveyor |  |  |
|  |  | One (1) hard copy of the Preliminary Title Report, issued within six months of submittal and pdf uploaded through the portal |  |  |
|  |  | One (1) hard copy of the Plat & Legal, along with the traverse calculations, for any easements and dedications and pdf uploaded through the portal |  |  |
|  |  | One (1) hard copy set of the Planning approved Plot Plan, Substantial Conformance, or Certified Tentative Map (Not required for single lot grading plans) and pdf uploaded through the portal |  |  |
|  |  | One (1) hard copy of the Engineering Conditions of Approval and pdf uploaded through the portal |  |  |
|  |  | **Reports (Only 1 set for overall project)** |  |  |
|  |  | One (1) hard copy of bound Drainage Report, signed and sealed by the Engineer or Surveyor (No binders) and pdf uploaded through the portal |  |  |
|  |  | One (1) hard copy of bound Soils Report, signed and sealed by the Engineer or Surveyor (No binders) and pdf uploaded through the portal |  |  |
|  |  | 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) and pdf uploaded through the portal |  |  |
|  |  | **Plans** |  |  |
|  |  | Three (3) hard copy sets of the Grading and Erosion Control Plans, folded to 9”x12” submitted to the Engineering Services counter |  |  |
|  |  | Two (2) sets of the Landscape Plans, folded to 9”x12” submitted by second submittal submitted to the Engineering Services counter (see Landscape Plan Initial Submittal Checklist for submittal requirements) |  |  |
|  |  | PDF of all plans and documents listed on this transmittal submitted through the City’s portal |  |  |
|  |  | **\*Fees** |  |  |
|  |  | One (1) hard copy of the Engineer’s Cost Estimate. Must use City’s format which can be found at [https://www.escondido.org/land-development](https://www.escondido.org/Data/Sites/1/media/Engineering/FY20.21/FY20.21CopyofEngineersEstimateofCost2020.xls) |  |  |
|  |  | Engineering Grading Plan Review Fee (from Engineer’s Cost Estimate) |  |  |
|  |  | Fire Grading Plan Review Fee |  |  |
|  |  | Planning Grading Plan Review Fee* Less than 1,000 cubic yards
* More than 1,000 cubic yards
 |  |  |
|  |  | Planning Landscape Plan Review Fee* Minor (SFD)
* Major (All cases, excluding SFD)
 |  |  |
|  |  | Engineering Review of SWQMP Fee  |  |  |

\*See Engineering’s fee schedule for [Current Fees](https://www.escondido.org/Data/Sites/1/media/Engineering/LandDevelopment/FinalFY20.21EngineeringFeeScheduleR2020-29R2003.doc).