



PUBLIC WORKS DEPARTMENT LAND DEVELOPMENT DIVISION

Application Submittal Checklist

The following materials are required at a minimum for an engineering review. Additional materials may be required by the City Engineer depending on the complexity of the project. *There is an area to provide an explanation for any items that have not been provided in the application at the end of this checklist.*

THE COMPLETED APPLICATION SHALL INCLUDE:

- Application Form, as applicable (i.e. Grading / Sitework Permit, Encroachment Permit, etc.)
- Plan check deposit (\$ _____) – see current *Master Fee Schedule* or confirm Finance Control Number Account and Processing Agreement is current with an adequate balance: FCN/DV # _____

Provide a PDF and one (1) copy of each of the following, unless otherwise noted.

- Final/Parcel Map
- Final or Parcel Map Review Checklist
- Final/Parcel Map calculations and lot closures – Computer traverse sheets of tract boundary, each block, street right-of-way, non-rectangular lots, and monument lines including ties (1 copy). Point number sheet may be helpful (1 hard copy).
- Preliminary title report dated within 6 months of submittal with vesting deed and all title report exceptions (1 hard copy, 1 electronic copy with active links to documents cited in report)
- Improvement Plans with the following drawings, at minimum:
 - Civil Plans
 - Landscape & Irrigation Plan
 - Joint Trench Utility Plan
 - Street Lighting Plan
 - Erosion and Sediment Control Plan
 - Photometric exhibit for private street, public street, and common area lighting
 - Overlay/Composite Plan (to verify coordination of improvements and no conflicts)
- Improvement Plan and Grading Plan Review Checklist
- Soils Report and any Supplemental Letters
- Hydrology and Hydraulic calculations along with hydrology map, and BAHM calculations, as necessary
- Stormwater Requirements Checklist
- Numeric Sizing Calculations for Stormwater Treatment Measures
- Stormwater Control Plan or Stormwater Management Plan (SWCP/SWMP), and one (1) copy of the Preliminarily Approved SWCP that accompanied the approved Tentative Map/SDR
- Draft O&M Agreement for SWCP, and Draft O&M Manual, as necessary
- Engineer's Estimate (Note: the estimate shall separate out Public improvements from Private improvements.)
- Copies of easements, rights of entry, etc. for utilities or any construction work affecting adjacent property(s)
- Storm Water Pollution Prevention Plan (SWPPP)
- Annotated Conditions of Approval, including Development Agreement requirements, EIR Mitigation Measures
- Electronic copy (PDF format) of approved Tentative Map, Site Development Review Plan
- Addressing Exhibit
- Ownership and Maintenance Exhibit
- CC&Rs (if required)



PUBLIC WORKS DEPARTMENT LAND DEVELOPMENT DIVISION

Application Submittal Checklist

-
- Structural drawings and calculations for structures not covered by a Building Permit (i.e. sound wall, culvert headwall, etc.)

Additional Project Specific Information Submitted:

- Other: _____
- Other: _____
- Other: _____

Plans have been submitted to the following applicable agencies:

- Dublin San Ramon Services District (DSRSD)
- Zone 7
- PG&E
- AT&T
- Environmental Agencies (if required): _____
- Other: _____
- Other: _____
- East Bay Regional Park District
- Caltrans
- BART

If certain items were not submitted, please provide an explanation in the following space as to why they were not included. Attach additional sheets if necessary:



PUBLIC WORKS DEPARTMENT LAND DEVELOPMENT DIVISION

Application Submittal Checklist

Applicant Acknowledgement and Authorization

I verify that I have submitted all of the required materials for this application. I understand that if any of the required materials listed above are not submitted, an incomplete letter shall be sent to the Applicant and the first plan/map check will not commence.

I understand that the cost for processing my development's final/parcel map and improvement plans is based on actual time and materials spent by the City's staff and consultants during the processing and review of my development, and that I am responsible for paying all staff and consultant costs prior to any action by the City Council or City Engineer.

Printed Name of Applicant: _____

Signature of Applicant

Date: _____

Applicant Contact Information:

Phone No.: _____ E-mail Address: _____

- I have submitted a **Processing Agreement** with the city and it is on file with the Finance Department.
- Prior to submittal to Public Works Department, make an appointment with the Senior Civil Engineer (Land Development) to discuss submittal requirements and review process at (925) 833-6630.

Appointment scheduled for: _____ at _____
date time