

TYPICAL REQUIREMENTS FOR CIVIL PLANS AND FEE CALCULATION EXAMPLE

General Requirements:

- There may be additional requirements per the conditions of approval for the project.
- All plans are to be submitted to the City's Development Department counter. All civil plans and architectural plans must be submitted together in order for the submittal to be deemed complete and accepted.
- Three sets of Civil Improvement Plans must be separately bound from architectural plans. An additional set of each civil improvement plan is required within the architectural plan set submittal.
- Civil plans for public improvements (street, sewer, water, and storm drain, within public right-of-way or easements) must be separate/stand alone plans with individual title sheets. These plans require a Development Department approval block.
- Erosion control plans may be included within the precise grading or rough grading plans. These plans require a Development Department approval block.
- Separate Traffic Signal Plans and Signage & Striping Plans will be routed to the Engineering Department for approval. These plans require an Engineering Department approval block.
- Building Fees and Fire Inspection Fees information is not included in this handout and are calculated per current Building Division and Fire Department Schedules.
- Plan checking fees are due at the time of plan submission and are subject to adjustment pending approval of the construction cost estimate.
- An engineer's construction cost estimate for all project civil improvements (on-site and off-site) is required with the initial plan submittal. The estimate must be based on prevailing wage. The plan review checking fee is based upon this cost estimate. Mass/rough grading plans are based upon the earthwork quantities. The cost estimate is subject to review and approval by City. Revisions will adjust final fee required.
- Additional fees for 4th and subsequent re-checks are charged at actual staff time. Additional fees become due and payable prior to plan pick-up.
- An additional engineer's construction cost estimate itemizing all work performed within public right-of-way, including sidewalk, driveway approaches, parkway drains, sewer and water connections, is required prior to plan approval. The Engineering Department permit fees and improvement bonds will be based on this estimate.
- Construction within public right-of-way requires a separate permit issued by the City's Engineering Department. Approval of plans and issuance of a building permit by the Development Department alone does not permit construction of public improvements. Engineering Department permit fee and inspection fee information is not included in this handout. Payment of these fees is required prior to issuance of an Engineering Department permit. The Engineering Department will require a bond or deposit in the amount of 150% of the cost estimate for the public improvements construction.
- An example of an acceptable cost estimates format/breakdown is included with this handout.
- Improvement plans for parcel maps (commercial developments) may be submitted separately from the map submittal.
- Two paper prints with original stamp and signature of the preparing engineer is required for the final plan set that is submitted for approval. An additional mylar print is required for plans that include design approval of any public improvements (including minor improvements such as sidewalk, driveway approaches, parkway drains, sewer and water connections). Minor improvements that do not include street profile design and design of water, sewer, and storm drain mains in the street can be shown on the on-site grading or site utility plan.

Typical civil plans required:

OFF-SITE/PUBLIC IMPROVEMENTS

Note: the final print of any design plans for public improvements must be on mylar.

1. Street Plan - This includes, and may be only (in some cases), sidewalk & driveway approach improvements which may also be shown on a site plan or precise grading plan.
2. Sewer Plan - Only those public improvements within public right-of-way (off-site) or easement(s) dedicated to the City. The plan may include onsite improvements, however public and private improvements must be clearly delineated. Final/approval plans must be submitted on mylar. The cost estimate is to include only public improvements.
3. Water Plan - Only those public improvements within public right-of-way (off-site) or easement(s) dedicated to the City. The plan may include onsite improvements, however public and private improvements must be clearly delineated. Final/approval plans must be submitted on mylar. The cost estimate is to include only public improvements.
4. Storm Drain Plan - This includes all storm drain design, on-site and offsite. Extensive off-site (public) improvements should be on a plan separate from on-site (private) improvements.
5. Street Lighting Location Plan – Showing location of existing, proposed and future street lights. Plan may be required to be expanded to show the entire block that the development is within.
6. Traffic Signal Plan (if required; see project conditions of approval and traffic study). Separate, stand alone plan with title sheet. Traffic signal plans will be routed to the Engineering Department for approval and require an Engineering Department approval block.
7. Striping & Signage Plan (if required) – Separate, stand alone plan with title sheet. Signing & striping plans will be routed to the Engineering Department for approval and require an Engineering Department approval block. These plans may be included with the traffic signal plans however the title sheet, index, and sheet description block must reflect this.

ON-SITE/PRIVATE IMPROVEMENTS

8. Rough Grading Plan (if proposed/required)
9. Precise Grading/Site Improvement Plan - The plan may, if allowed by City staff, include street minor improvements (sidewalk, driveway approach, parkway drain) with public right-of-way if the improvement or design does not establish the grade of streets. If the plan includes any public improvements, the final print shall be two paper prints and one mylar print.
10. Erosion Control Plan - This may be included with the grading plan however the title sheet must reflect the inclusion of erosion control plans with a sheet index.
11. Storm Drain Plan - Plan may include on-site (private) and off-site (public) improvements if the offsite improvements are limited to laterals connection to existing public storm drains and do not include the construction of any main lines. Public and private improvements must be clearly and separately delineated. The plan may be combined with the precise grading/site plan set if approved by City staff. If the plan includes any public improvements (construction within public right-of-way including lateral connections), the final print submittal shall be two paper prints and one mylar print.
12. Water & Sewer Plan – Plan may include on-site (private) and off-site (public) improvements if the offsite improvements are limited to service connections and do not include the construction of any main lines. Public and private improvements must be clearly and separately delineated. The utility plan may be combined with the precise grading/site plan set; however if the plan includes public utility improvements, the utility plan should be separate (with its' own title sheet) from the precise grading/site plan. If the plan includes any public improvements (construction within public right-of-way including service connections), the final print submittal shall be two paper and one mylar print.

Typical Reports/Studies required:

1. Engineer's Construction Cost Estimate (required for all projects). See directions with this handout.
2. Soils/Geotechnical Report (required for all projects) – The scope of the report is to include street (if being improved) and on-site paving recommendations.
3. Hydrology Study (if required) must be reviewed and approved by the City Engineer before the plan submission. Plan submittals without an approved report will not be accepted.
4. Traffic Study (if required) must be reviewed and approved by the City Engineer before the plan submission. Plan submittals without an approved report will not be accepted.
5. Storm Water Pollution Prevention Control Plan (SWPPP) and National Pollutant Discharge Elimination System (NPDES) if required – Grading plans and erosion control plans must include the Waste Discharge Identification Number (WDID) in the general notes.

Engineer's Construction Cost Estimate for Improvements

The estimate must signed and stamped by the engineer that prepared the estimate. Separate estimates must be submitted for public (off-site) and private (on-site) improvements. In the event there are improvements within Caltrans right-of-way, a separate estimate for those improvements must be submitted as well. The estimates shall include item description, unit quantity, unit price, and item totals. The estimates shall be based on prevailing wage rates. The public (off-site) improvements estimate must be itemized into subsections as follows:

OFF-SITE/PUBLIC IMPROVEMENTS (within public right-of-way or city easements)

- A. Street Improvements: including base, pavement, sidewalks, driveway approaches, parkway drains, street lights, signing and striping
- B. Sewer Improvements: including service connections, laterals, and any pavement repair
- C. Water Improvements: including connections, valves, meter installation, any street pavement repair
- D. Traffic Signal Construction or Modification:
- E. Storm Drain Improvements: including connections, laterals, street pavement repair
- F. (other categories that may be specific to this project)

ON-SITE/PRIVATE CIVIL IMPROVEMENTS

- G. Site Improvements: including site preparation (grading), paving, curbing, gutters, sidewalks, ramps, and other concrete flatwork, signing and striping
- H. Sewer Improvements: including onsite main(s), laterals, clean-outs, manholes;
- I. Water Improvements: including onsite main(s), valves, fire hydrants, backflow assemblies, fire protection assemblies;
- J. Storm Drain Improvements: including onsite main(s), manholes, clean-outs, drainage inlets (catch basins), underground drainage detention facilities;
- K. Signing & Striping:
- L. (other categories that may be specific to this project)

FEE CALCULATION EXAMPLE:

Notes:

- Payment of checking fee for map and plans is required with the initial submittal.
- An engineer's construction cost estimate for improvements must be included with the initial submittal.
- * Cost estimate is subject to review and approval by City. Revisions will adjust final fee required.
- Building Fees and Fire Inspection Fees are not included below and are calculated per current Building Division and Fire Department Schedules.
- Engineering Department encroachment permit fee and inspection fees (required prior to construction within public right-of-way) are not included below.
- Additional fees for 4th and subsequent re-checks are charged at actual staff time.

SUBDIVISION MAP CHECKING FEE (ONLY WHEN APPLICABLE)

Map Type	Fee Schedule (Res. 09-093)	Number of Lots/Parcels	(Rate)	Subtotal	(Base)	Calculated Fee
Parcel Maps:	\$1,500 + \$30/parcel	4	x \$30.00	\$120	+ \$1500 =	\$1,620
Tract Maps:	\$2,000 + \$30/lot	100	x \$30.00	\$3000	+ \$2000 =	\$5,000

CIVIL IMPROVEMENT PLAN CHECKING FEES

The fee is accumulative. For example, a cost estimate of \$300,000 for improvements would be calculated as:

Plan Type	Cost Estimate*	Construction Cost Amount	Fee Multiplier	Estimated Fee*
Site Improvements, Precise Grading, Street, Sewer, Storm Drain, Water	\$300,000	\$ 0 to 50,000	x 5.0% =	\$2,500
		\$ 50,000 to 250,000	x 4.0% =	\$8,000
		\$ Amount over 250,000	x 3.0% =	\$1,500
Total accumulated cost =				\$12,000

(FOR SUBMITTALS THAT INCLUDE A ROUGH GRADING PLAN OR FOR ROUGH GRADING PLANS ONLY)

Plan Type	Estimated Quantity (CY)	Fee Multiplier	Estimated Fee*
Mass(rough) Grading	50,000	x \$0.01 per cubic yard =	\$500

(WHEN APPLICABLE)

Plan Type	Cost Estimate*	Fee Calculation Schedule		Estimated Fee*
Traffic Signal	\$70,000	City Jurisdiction	2% of cost estimate	\$1,400
		Multi-Jurisdiction	1% of cost estimate	

<u>TOTAL FEES SUBMITTED</u>	=	\$17,650
------------------------------------	---	-----------------