

CITY OF OCEANSIDE
ENGINEERING DIVISION
FIRST SUBMITTAL CHECKLIST
GRADING AND EROSION CONTROL PLAN SUBMITTAL

Date Submitted _____ Received By _____

Project Name: _____

Engineer of Work (EOW): _____ Telephone: _____

A. THE FOLLOWING ITEMS MUST BE SUBMITTED FOR INITIAL PLANCHECK:

Engineer of Work will mark items not required with N/A. Please include Project Name, File and Plan Number on all reports and submitted documents.

NOTE: INCOMPLETE SUBMITTALS WILL BE RETURNED UNCHECKED. All plans should be prepared in State Plain Coordinate System (NAD 1983) California Zone IV, NAD83 and NAVD88, US Survey Feet.

- 1. Transmittal letter from Engineer of Work listing all items being submitted
- 2. **One (1)** copies of Environmental Clearance or completed Environmental Impact Report (E.I.R.) form, Part 1 for minor grading permits only (for projects not reviewed by planning).
- 3. **Eight (8) sets** of prints of the Grading Plans and **Two (2) sets** of the Erosion Control plans folded into 9" x 12". Please attach Best Management Plan (BMP) sheet which includes drainage design layout.
- 4. **Two (2)** bound sets of the Drainage Study, Signed and Sealed by Engineer of Work **(Review Fee \$872.00)**
- 5. **Two (2)** bound sets of the Soils Report signed and sealed by Soils Engineer **(Review Fee \$378.00)**
- 6. **Two (2)** copies of dated, signed and sealed Engineer's Cost Estimate for bonds
- 7. **One (1)** copy of the Preliminary Title Report issued within 3 months of submittal
- 8. **One (1)** copy of all projects signed and approved Conditions of Approval (if applicable)
- 9. **One (1)** copy of approved Site Plan or Tentative Map signed and approved by Planning (if applicable)
- 10. **One (1)** copy of the Coastal Development Permit Conditions if issued by California Coastal District, (if applicable)
- 11. Grading and erosion plan check fee **(Please see the latest fee schedule).**
- 12. Concurrent submittal as applicable: Final/Parcel Map, Improvement Plans, Encroachment Removal Agreement (ERA), Grant of Easement/Right-of-way Documents, Temporary Construction Easement for Off-Site Grading.
- 13. One (1) copy of completed Storm Water Quality Assessment Form **(SWQA fee \$53.00)**
- 14. One (1) copy of the deemed complete Storm Water Quality Management Plan (SWQMP-PDP fee \$4000.00), cover page (if applicable) **(SWQMP-SDP – fee \$436.00)**
- 15. Two (2) copies of the Storm Water Operations and Maintenance Plan (O&M) (if applicable). **(Review Fee \$4,000.00 Deposit)**
- 16. Two (2) copies of Storm Water Facilities Maintenance Agreement (SWFMA), with required attachments as listed in O&M and SWMP guidelines and letter of credit (if applicable)
- 17. One (1) copy of the receipt of **Notice of Intent (NOI)** letter confirming the approval of the Storm Water Pollution Prevention Plan **(SWPPP)** and **WDID**. (if applicable)
- 18. Additional Items Submitted _____

COMMENTS: _____

SEE REVERSE SIDE

**ADDITIONAL / FINAL SUBMITTAL CHECKLIST
GRADING AND EROSION CONTROL PLAN SUBMITTAL**

B. THE FOLLOWING ITEMS MUST BE INCLUDED IN EACH RESUBMITTAL AS APPLICABLE PER PLAN CHECKER'S REQUEST:

Engineer of work will mark items not required with N/A. Please include Project Name, File and Plan Number on all reports and submitted documents.

- 1. Transmittal letter from the Engineer/Surveyor of Work listing all the items being submitted
- 2. Copy of previous transmittal letter from the Plan-checker, comments from all departments and check prints (red marked) of plans, reports, calculations and cost estimates
- 3. _____ sets (per plan checker's request) of the corrected **Grading Plans** folded into 9" x 12". Please fold each set in accordian way so the title block is shown on top.
- 4. Two (2) sets of the corrected **Erosion Control Plans** folded to 9" x 12". Please fold each set in accordian way so the title block is shown on top.
- 5. Two (2) bound sets of the **Drainage Report** corrected as necessary, dated, signed and sealed by the Engineer of Work
- 6. Two (2) bound sets of the corrected **Soils Report** corrected as necessary, dated, signed and sealed by the Soils Engineer
- 7. Two (2) sets of the **Engineer's Cost estimate** corrected as necessary, dated, sealed and signed by the Engineer of Work
- 8. Concurrent re-submittal as applicable: Final/Parcel Map, Improvement Plans, Easement documents, etc, corrected as necessary
- 9. Two (2) bound copies of corrected **Storm Water Operations and Maintenance Plan (O&M)**, dated and wet signed a
- 10. Two(2) sets of corrected **Storm Water Facility Maintenance Agreement (SWFMA)** (as applicable)

C. THE FINAL COPY OF THE FOLLOWING ITEMS MUST BE SUBMITTED AND APPROVED PRIOR TO CITY ENGINEER APPROVAL OF THE GRADING AND EROSION CONTROL PLANS:

- 1. Three (3) copies, [two (2) bound copies and one (1) unbound for recordation] of the **Storm Water Operations and Maintenance Plan (O&M)**, City approved and wet signed original (if applicable)
- 2. One (1) original final copy of **Storm Water Facility Maintenance Agreement (SWFMA)** signed and notarized with required attachments as listed in O&M and SWMP guidelines and letter of credit (if applicable)

D. FINAL SUBMITTAL (PER PLANCHECKER'S REQUEST FOR MYLAR)

NOTE: Mylars will not be accepted until all fees have been paid and required securities have been posted.

- 1. Transmittal letter from the Engineer of Work listing all the items being submitted
- 3. Copy of previous plan checker's transmittal, comments, and check prints of plans
- 4. 2 sets of the corrected blue-lines of the Grading and Erosion Control Plans
- 5. One (1) copy of completed Land Development Permit, signed by owner
- 6. Proof of approval of securities and agreements, and verification of payment of balance of fees
- 7. Original Mylars or Photo Mylars of the Grading and Erosion plans, sealed and signed by the Engineer of Work and other required signatures per the Plan-checker's request

E. CONSTRUCTION CHANGES:

- a. Two (2) sets of prints from signed and approved set of plans with construction changes marked in red
- b. A \$20.00 reproduction fee due for each sheet affected by construction change.
- c. Mylars will be requested when all plans and reports have been approved and all fees are paid.

F. AS-BUILT:

- a. Two (2) sets of prints labeled as-built (from signed and approved set of plans)
- b. Mylars will be requested when all plans and reports have been approved and all fees are paid.
- c. Copy of digital files on CD per City of Oceanside GIS standard (Zone VI, NAD 83)

SUBMITTAL COMPLETE: YES ___ NO ___ RECEIVED BY: _____ DATE: _____