

CITY OF OCEANSIDE
ENGINEERING DIVISION
SUBMITTAL CHECKLIST
IMPROVEMENT PLAN SUBMITTAL

Drawing No. _____ Date Submitted _____ Received by _____

Project File No. _____ Project Name: _____

City Project Engineer/Plan Checker: _____ Telephone: _____

Engineer of Work: _____ 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.

- 1. Transmittal letter from Engineer of Work listing all items being submitted
- 2. Six (6) sets of bond prints of the improvement plans
- 3. Two (2) bound sets of the Pavement Evaluation Report
- 4. Two (2) copies of the Engineer's Cost Estimate
- 5. One (1) copy of the project's signed Conditions of Approval (if applicable)
- 6. One (1) blueline print of Tentative Map approved by Planning Department (if applicable)
- 7. Two (2) sets of the Water System Analysis (if applicable)
- 8. Two (2) sets of the Sewer Study (if applicable)
- 9. Reference drawings and maps as required (identify items)
- 10. Concurrent submittal (as applicable: Final/Parcel Map, Grading & Erosion Control Plans, Easement Documents, Right-of-way dedication, Temporary Construction Easement for Off-Site Grading, etc.)
- 11. Plancheck fee (see current fee schedule).
- 12. Other: _____

NOTE: INCOMPLETE SUBMITTALS MAY BE RETURNED UNCHECKED.

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

SEE NEXT SHEET

**ADDITIONAL SUBMITTAL CHECKLIST
IMPROVEMENT PLAN**

Drawing No. _____ Date Submitted _____ Received by _____

Project File No. _____ Project Name: _____

City Project Engineer/Plan Checker: _____ Telephone: _____

Engineer of Work: _____ Telephone: _____

**B. THE FOLLOWING ITEMS MUST BE INCLUDED IN EACH RESUBMITTAL:
Project Engineer/Planchecker will mark items not required with N/A.**

- 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted
- 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist/comments
- 3. _____ sets of bluelines of the corrected improvement plans (as required)
- 4. Two (2) bound sets of the Pavement Evaluation Report corrected as necessary, sealed and signed by the Engineer of Work
- 4. Two (2) sets Engineer's Cost estimate corrected as necessary, sealed and signed by the Engineer of Work
- 5. All previous checkprints of plans, reports, calculations and estimates
- 6. Concurrent re-submittal (as applicable): Final/Parcel Map, Grading and Erosion Control Plans, and Right-of-Way/Easement documents corrected as necessary when
- 7. Comments from other departments: Fire, Parks, Traffic, Water/Utility, Other-specify.
- 8. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

**FINAL SUBMITTAL CHECKLIST
IMPROVEMENT PLAN**

**C. THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE CITY ENGINEER APPROVAL:
Project Engineer/Planchecker will mark items not required with N/A.**

- 1. Transmittal letter from the Engineer of Work listing all the items being submitted
- 2. Copy of previous transmittal letter from the City and Plan checker's marked check list/comments
- 3. All previous check prints of plans, reports, calculations and estimates, all department(s) comments
- 4. _____ sets of the corrected bluelines of the improvement plan (as required)
- 5. Original Mylars or Photomylars of the plans sealed and signed by the Engineer of Work and other required signatures
- 6. Proof of approval of securities and agreements, and verification of payment of balance of fees
- 8. Approvals from other departments: Fire, Parks, Traffic, Water/Utility, Other.
- 9. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

D. CONSTRUCTION CHANGES:

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

E. AS-BUILT:

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