



CITY OF MENIFEE

ENGINEERING DEPARTMENT

FOR USE BY STAFF

Permit#: _____

Received Date: _____

IMPROVEMENT PLAN APPLICATION

SUBMITTAL REQUIREMENTS

THIS FORM MUST BE SUBMITTED WITH FIRST PLAN CHECK

Project No: _____ Schedule: _____ (if applicable)

Project Description: _____

Name of Owner: _____

Signature: _____ Phone #: _____

Mailing Address: _____ FAX number: _____

_____ Email Address: _____

Name of Applicant: _____ Contact: _____

Authorized Signature: _____ Phone #: _____

Mailing Address: _____ FAX number: _____

_____ Email Address: _____

Submittal Requirements

1. _____ (All Engineer plans shall be prepared on 24" x 36" MYLAR sheet when submitted for signature.) We have prepared our plans and our submittal in conformance with the "Improvement Plan Check Policies and Guidelines" which may be obtained from the Engineering Department of the Menifee City Hall or on the web at www.cityofmenifee.us
2. _____ 3 Sets Streets and Drainage Plans - _____ No of Sheets
3. _____ 2 Sets Street cross-sections at 25' minimum intervals, or as needed for any work joining or overlay existing pavement. - _____ No of Sheets
4. _____ 2 Sets Water and Sewer Plans - _____ No of Sheets
5. _____ 3 Sets Signing and Striping Plans (required w/1st submittal) or Traffic Sign Plan or Signal and Striping Plans with Street Plans - _____ No of Sheets
6. _____ 3 Sets Street Light Plan - _____ No of Sheets
7. _____ 2 Sets Approved Tentative Map (TR & PM) or Site Plan (PP, CUP, PUP)

8. _____ 2 Sets Hydraulic and Hydrological Maps and Calculations (for ref only if Flood Control to check and approve)
9. _____ 1 Soils Report (Required on all grading plans) including R-Value, and evaluation of the existing pavement and structural section for roads to be widened.
10. _____ 3 Sets Construction Cost Estimate (using or forms and unit prices) with Plan Check Fee Calculation Sheet
11. _____ Water Quality Management Plan – See Application/Submittal requirements
12. _____ Landscape – See Application/Submittal Requirements
13. _____ Rough Grading/Erosion Control Plans - See Application/Submittal Requirements
14. _____ Final Parcel or Tract Map – See Application/Submittal Requirements
15. _____ 1 Check in the amount of:
- \$ _____ Improvement Plan Check Fee (\$820.00 per sheet)
- \$ _____ Drainage study review (\$780.00 less than 10 acres, \$2,500.00 10+ acres – Deposit)
- \$ _____ SWPPP
- \$ _____ Traffic Plan Review (\$1,000.00 – Deposit)
- \$ _____ Total

FIRST SUBMITTAL REQUIREMENTS

15. _____ 2 Sets Copy of special instructions and prior commitments
16. _____ 2 Sets Copy of the Approved Conditions of Approval
17. _____ 1 Copy of all adjacent or reference plans used in the design and/or reference on Plans
18. _____ Statement of omission in design and reasons therefore
19. _____ Check here if this project is related to a Parcel or Tract Map.
20. _____ If this is an MS, provide meeting date, _____ (see Note E Below) and written acceptance from Plan Check Section.
21. _____ Are there any TIP Projects in the vicinity of your project? _____ Yes _____ No
If “Yes”, contact City Engineer at (951) 672-6777.

A. Each approved unit of a phased tract shall be submitted on a separate and complete set of plans. It should be complete on its own merit. No combining of improvement plans of phases is allowed, except for grading plans, which can be combined for all the phases.

B. All storm drains 36” diameter and less, including catch basins, laterals, and all facilities to be maintained by the City of Menifee can be on the street plans using Engineering Department standard

form sheets. Street and Storm Drain sheets and construction notes shall be numbered consecutively. Quantities shall be included on sheet one and on construction cost worksheet. Should there be any Flood Control facilities to be maintained, then all storm drains including City of Menifee facilities shall be on a separate set of plans from the street plans using Flood Control standard form sheets, but City of Menifee signature block must be added to them. Quantities of Menifee facilities shall be shown on the cover sheet of the street improvement plans and on the Flood Control Cost Worksheet. This is based on MOU between County of Riverside Department of Transportation and Flood Control dated April 5, 2007.

- C. The City reserves the right to reject the submitted plan package without performing any plan checks if any of the required plans or information items are missing.
- D. No project shall be submitted and it shall not be accepted for plan check until it has its conditions of approval approved by the City of Menifee. If the project has a special need and the City Engineer has agreed to accept the submittal on an "At Risk" basis, the applicant shall provide an At Risk letter as outlined in Sec 1 Part K of County of Riverside Plan Check Policies and Guidelines.
- E. For ALL Miscellaneous (Non-Conditioned) Projects, Design Engineer must meet with City Engineer before submitting plans for revision.

I, the undersigned engineer, do verify that all the items necessary for this project and checked above are attached.

Signature

Date

Civil Engineer's Stamp

Printed Name

Firm Name

Address

Phone Number

Fax

Email Address