



# CITY OF MENIFEE ENGINEERING DEPARTMENT

<i>FOR USE BY STAFF</i>
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 Meniffee City Hall or on the web at [www.cityofmeniffee.us](http://www.cityofmeniffee.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/1<sup>st</sup> 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 (Case by Case - Deposit)
  - \$ \_\_\_\_\_ SWPPP
  - \$ \_\_\_\_\_ Traffic Plan Review (\$1,000.00 – Deposit)
  - \$ \_\_\_\_\_ Total

**FIRST SUBMITTAL REQUIRMENTS**

- 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