



County of Imperial

Building Roads into the Next Century

PUBLIC WORKS DEPARTMENT

August 30, 2006

To all Surveyors, Architects, Engineers, Developers and the General Public performing work in the County of Imperial:

SUBJECT: Updated Engineering and Survey Plan Check Checklist and Application Package, August 31, 2005

Dear Sir or Madam:

Effective immediately the enclosed updated checklists are required by this Department in order to process Engineering and/or Survey Plan Checks. Any projects without complete submittals will be returned incomplete for processing.

Should you have any questions, please do not hesitate to contact this Department at (760) 482-4462.

Respectfully,

William S. Brunet, PE
Director of Public Works

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cc: Jurg Heuberger, County Planning & Development Services Director

IMPERIAL COUNTY PUBLIC WORKS DEPARTMENT

155 South 11th Street, El Centro, CA 92243

Tel: (760) 482-4462 Fax: (760) 352-1272

ENGINEERING AND SURVEY PLAN CHECK CHECKLIST AND APPLICATION

Engineering Plan Check

DATE _____

Surveying Plan Check

Complete All Numbered Spaces!

Please Type or Print!

See Additional Handouts

1	Property Owners Name	Phone No.
2	Mailing Address	Zip Code
3	Project Site Address	
4	Assessors Parcel No.	Legal Description
5	Describe Intended Use/ Scope of Work	
6	Describe the proposed work (Attach sheet for additional information)	
7	Engineer / Contractor	Phone No.
8	Mailing Address	Zip Code
9	Name and Address to which all Billings, Correspondences, and Refunds will be sent	Zip Code

ENGINEERING IMPROVEMENT AND SITE DEVELOPMENT PLAN CHECK

1. Improvement Plan Submittals

- _____ Cover letter or transmittal
- _____ Copy of an approval Tentative Map
- _____ Copy of Resolution of Approval with Conditions
- _____ 3 Blue lines of improvement plans
- _____ 3 Copies of Hydraulic and Hydrological report & calculations
- _____ 3 Copies of other supporting calculations for water, sewer and pavement section (if applicable)
- _____ 3 Copies of Improvement plan quantity estimate
- _____ 2 Copies of Soils Report, current within one year of submittal

2. Grading / Drainage Plan Submittals

- _____ Cover letter or transmittal
- _____ Copy of an approved Tentative Map (if applicable)
- _____ Copy of Resolution of Approval with conditions (if applicable)
- _____ Copy of Building Permit application for grading
- _____ 2 Blue lines of grading plans
- _____ 3 copies of Hydraulic and Hydrological report & calculations
- _____ 2 Copies of Soils Report, current within one year of submittal (if applicable)

SURVEY MAPS FOR PLAN CHECK

1. All Maps

- _____ Cover letter or transmittal
- _____ Copy of an approval Tentative Map
- _____ Fees per attached list of fees
- _____ Preliminary Title Report
- _____ 1 Copy of traverse calculation closure sheet and point sheet

2. Record of Surveys

- _____ 3 copies of Record of Survey Map
- _____ Secondary Documents
 - Survey swing tie cards
 - Copy of applicable deeds

3. Parcel Maps

- _____ 1 Copy of an approved Tentative Map
- _____ 1 Copy of Resolution of Approval with Conditions
- _____ 3 Copies of Parcel Map
- _____ Drainage/ Grading plan submittal or evidence of previous submittal acceptance
- _____ Secondary Documents
 - 2 copies of Environmental Constraint Map, if required
 - Right of Way documents
 - Survey swing tie cards
 - Land Owners agreement, if required
 - Copy of applicable deeds

4. Final Tract Maps

- _____ 1 Copy of an approved Tentative Map
- _____ 1 Copy of Resolution of Approval with Conditions
- _____ 3 Copies of Tract Map
- _____ Drainage/ Grading plan submittal or evidence of previous submittal acceptance
- _____ Secondary Documents
 - 2 copies of Environmental Constraint Map, if required
 - Right of Way documents
 - Survey swing tie cards
 - Land Owners agreement, if required
 - Copy of applicable deeds

