city of san luis obispo

Public Works/Development Review, www.slocity.org
919 Palm Street, San Luis Obispo (805) 781-7015

IMPROVEMENT PLAN SUBMITTAL CHECKLIST

Address:_____

Tract #_____ MS #_____ Misc #_____
(to be assigned by the City)

The following components are required to be included with the first submittal of Improvement Plans unless specifically waived or deferred in writing for the specific project by the City Public Works Department.

INCOMPLETE SUBMITTALS WILL BE REJECTED

Check each box to indicate that you have provided the appropriate information. City staff will verify that all information has been included.

Applicant	City	
☐	☐	Estimate of Probable Costs
☐	☐	Payment of Plan Check fees is due with this first submittal ($689 base fee + 1.8% of the Estimate of Probable Costs). *Construction Inspection fees will be due prior to plan approval. Construction Inspection fees are: $3,898 base fee + 12.9% of the Estimate of Probable Costs.* *Final fees subject to approval of the Estimate of Probable Costs.
☐	☐	Improvement Plans: 6 sets for all portions of project, including the following: • Grading/Erosion Control Plan (per Section 10.0 of the DDM) • Landscape Plans *(If and where required)* • Traffic Striping &/or Signal Plans *(If applicable)* • Structural &/or Bridge Plans *(" ")* • Offsite Improvements *(" ")* • Index Map - including landscape and other plans • Street Names - approved by City
☐	☐	Detailed Hydrology and Hydraulic Analysis Report *(per Section 2.0 of the Drainage Design Manual)*
☐	☐	Storm Water Pollution Prevention Plan *(If applicable)*
☐	☐	Subdivision Final or Parcel Map (when project is a subdivision)

Owner/Developer	Contact Information	E-mail Address
Engineer	Contact Information	E-mail Address

Public Works Department reserves the right to reject the submittal package without performing any map or plan checks if any of the required plans or supporting information items are not included with this submittal.

I, the undersigned Engineer/Surveyor, do verify that all the items necessary for this project and as checked above are included in the attached submittal.

_____ _____
Name (Printed) Date

_____ Engineer's Seal:
Signature