

**CITY OF RANCHO CUCAMONGA - ENGINEERING DIVISION
PLAN CHECK SUBMITTAL APPLICATION**

DATE: _____ PROJECT NO: _____

BUILDING ADDRESS (WHEN APPLICABLE): _____

ENGINEER: _____ DEVELOPER: _____

ADDRESS: _____ ADDRESS: _____

CONTACT: _____ CONTACT: _____

PHONE: _____ PHONE: _____

FAX: _____ FAX: _____

E-MAIL: _____ E-MAIL: _____

RELATED PROJECTS: DRC200__ - _____

PMT200__ - _____

CITY DEPARTMENTS

ENGINEERING	PLANNING	TRAFFIC	LANDSCAPE	MAINTENANCE	TOTAL	INCLUDED	SUBMITTAL ITEMS
2	1	1	1		5		Approval Resolution/Letter containing Conditions of Approval
1	1	1	1		4		Site Plan
2	1	1	1		5		Final Map:
2					2		Preliminary Title Report not over 60 days old **
2					2		Map Traverse Calculations and Closures **
1	1	1	1		4		Tentative Map
1					1		Pertinent reference materials, i.e., deeds, recorded maps, etc. **
2	1	1	1	1*	5		Public Improvement Plans (Street, Storm Drain, Trail, etc.):
1	1	1	1	1*	4		Related Grading Plans
1					1		Related Water and Sewer Plans ***
1					1		Cross Sections (when widening existing streets)
1					1		Reference Street Plans (existing) minimum 300 ft off-site (also Storm Drain if connecting to)
1		1			2		Signing and Striping Plans
1		1			2		Traffic Signal Plans with special provisions
2					2		Hydrology and Hydraulics study(s)
1	1	1	2	1	6		Landscape Maintenance District Plans (LMD) for City Maintained areas
2					2		Legal descriptions for Easement Deeds, Quitclaims, Dedications, etc., with exhibits (see **)
1		1			2		Traffic Study's



* Only when there are LMD plans for City maintained areas
 ** Also required for legal descriptions
 *** Provide 2 sets if there are public Storm Drain plans

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INSTRUCTIONS:

1. COMPLETE THIS APPLICATION by filling in the Project number (SUB or DRC case), contact information and the number of sets provided in the blank INCLUDED column. Items not relevant to the project submittal may be omitted (i.e. Final Map and related items, if no map is involved). TOTAL column gives numbers of items to submit. When in doubt, include the item.
 - a. Separate the items so there is a one roll for each City Department (label Department on the outside). DO NOT distribute to other Departments; this will be done by Engineering.
 - b. The submittal will be reviewed for completeness within one week and you will be notified of outstanding items and the Fees Due. Partial or incomplete submittals will be rejected, so include all maps, public improvement plans (including LMD), separate easements, lot line adjustments and required studies, per the Conditions of Approval (Special and Standard Conditions).
2. PLAN CHECK PROCESS BEGINS WHEN THE FEES ARE PAID. Once you are notified the submittal has been turned over to a Project Engineer, further contacts should be with that individual.
3. FIRST PLAN CHECKS typically take about 6 weeks, depending on the project size. The Project Engineer will call when all red lines received from other departments, and the Project Processing Checklist, are available for pick up.
 - a. If you have any questions about our comments, call the Project Engineer.
 - b. Staff is available to meet with you at any time. Call the Project Engineer to set up an appointment.
 - c. You can check on the status of a plan check on-line at www.rctops.org using the SUB or DRC case number.
4. When you resubmit, INCLUDE ALL PREVIOUS RED LINES along with the revised plans, maps and studies. Also, clearly identify any design changes you have made.
5. Second and third plan checks typically take up to 3 weeks if the previous red lines are not too extensive.
 - a. You will be asked to submit a Cost Estimate for the proposed public improvements with second plan check.
6. When plan check is complete, the Project Engineer will prepare an Improvement Agreement and Bonds, or other acceptable security, to be executed by the Developer.
 - a. All outstanding Conditions of Approval shall be completed at that time, including the payment of fees/deposits and recordation of easements, lot line adjustments, etc.
 - b. Documents to be executed for annexation into the Street Lighting and Landscape Maintenance Districts will also be provided at this time.
7. The final Map and/or Improvement Agreement will be scheduled for the next available CITY COUNCIL meeting after it is signed and returned, along with proof of insurance, if all the Conditions of Approval have been satisfied.
 - a. Map originals shall be turned in during the week of the Council meeting; not before.
 - b. After Council approval the Map and/or Improvement Agreement will be circulated for signatures, which should take no more than a week.
 - c. Public Improvement Plans shall be signed by the City Engineer before we will sign off building permits (PMT cases routed by the Building and Safety Division).
8. REVISIONS TO SIGNED PLANS:
 - a. Minor revisions - show the revisions in red on blue line prints (4 copies are sufficient)
 - b. Major revisions - draw the revisions on a duplicate reproducible and highlight the revision with a yellow marker on blue line prints.
 - c. Include the prints in the City Department packets with, or in lieu of, the new public improvement plans.