

## I. IMPROVEMENT PLAN SUBMITTALS

### A. PRE-DESIGN CONFERENCE PROCEDURE

#### 1. Purpose

To provide the developer's project engineer with a forum to resolve questions about design policies, special design problems and details prior to the actual preparation or submittal of final plans for review and approval of projects within the county of Riverside.

#### 2. Request for Pre-Design Meeting

To schedule a pre-design meeting, please call the Plan Check Section at (951) 955-6527. The meeting participants must include the developer, his project engineer and/or his staff member(s) and the Plan Check Section personnel. This is a must for MS cases.

MS cases require a pre-design meeting and signoff by Plan Check staff. Reasons for MS cases include multi-phase projects or off-site improvements or non-conditioned projects.

#### 3. Alternative Design Proposal

If the decisions from the pre-design meeting(s) are found to be unworkable, alternative designs may be presented at a subsequent meeting. The developer's project engineer may request additional meeting(s) until a satisfactory decision that is mutually agreeable is reached. Transportation may require a deposit to cover costs associated with the pre-design meeting(s).

It shall be the developer's project engineer's responsibility to provide a written summary of decisions reached at the pre-design meeting(s) with the first submittal.

The written summary should have the signature of the County representative and be submitted within 10 working days from the date of the meeting. The pre-design meeting shall be limited to one hour or as approved by the Transportation Department.

If for any reason, a full, complete package cannot be submitted at the first submittal, an "At-Risk" process needs to be discussed and agreed to prior to the first submittal at which time an "At-Risk" letter will be required with the first submittal package.

#### 4. Appeals

If the developer's project engineer does not agree with the decisions made by the Plan Check Section during the pre-design meetings, the engineer may request a meeting with the engineering division manager of the Development Review/Plan Check Division of the Transportation Department.

#### 5. Submittal

As stated earlier, the pre-design meeting is limited to one hour or as approved by the Transportation Department, so additional costs incurred for additional staff time, calls and e-mails will require a preliminary submittal with a deposit to cover these costs.

B. PLAN CHECK APPLICATION AND FIRST SUBMITTAL REQUIREMENTS

Agreement for Payment of Costs of Application Processing

**TO BE COMPLETED BY APPLICANT:** This agreement is by and between the County of Riverside, hereafter “County”, and \_\_\_\_\_ hereafter “Applicant” and \_\_\_\_\_ ” Property Owner”.

Applicant name/firm and Property Owner name/firm must match on page 2, Section 4, item 1. for Property Owner, and item 2. for Applicant.  
**Applicant cannot be the engineer unless engineer is the owner of the project.**

<b>PROPERTY / PROJECT INFORMATION</b>	Date:	Set ID: <small>For County Use Only</small>	IP# / ST#: <small>For County Use Only</small>
PARENT CASE # (Fast Track, TR, PM, PP, CUP, PUP, MS):	PROJECT NAME:		
DESCRIPTION (Map & Phase # / No. of Lots):			
LOCATION (Address and Cross Street Name(s)):	APN(s):		

Please designate who to contact to discuss the project.	<input type="checkbox"/> Applicant	<input type="checkbox"/> Engineer	<input type="checkbox"/> Property Owner
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<b>ENGINEERING FIRM</b> (NAME AS IT APPEARS ON YOUR LETTERHEAD)	
ADDRESS	
CITY / STATE / ZIP CODE	
PHONE:	CONTACT PERSON: (Last Name, First)
FAX:	E-MAIL ADDRESS:

If your application is subject to Deposit-based Fee, the following applies

**Section 1. Deposit-based Fees**

**Purpose:** The Riverside County Board of Supervisors has adopted ordinances to collect “Deposit-based Fees” for the costs of reviewing certain applications for traffic studies, Transportation plan check reviews, inspections or permits. The Applicant is required to deposit funds to initiate staff review of an application. The initial deposit may be supplemented by additional deposits, based upon actual and projected labor costs for the permit. County departments draw against these deposited funds at the staff hourly rates adopted by the Board of Supervisors and actual time spent on the case. The Applicant and Property Owner are responsible for any supplemental deposits necessary to cover any costs which were not covered by the initial deposit.

**Section 2. Applicant and Property Owner Responsibilities for Deposit-based Fee Applications**

- A. Applicant agrees to make an initial deposit in the amount as indicated by County ordinance, at the time this Agreement is signed and submitted with a complete application to the County. Applicant acknowledges that this is an initial deposit and additional funds may be needed to complete their case. The County will not pay interest on deposits. Applicant understands that any delays in making a subsequent deposit from the date of written notice requesting such additional deposit by County, may result in the stoppage of work.
- B. Within 15 days of the service by mail of the County's written notice that the application permit deposit has been reduced to a balance of less than 20% of the initial deposit or that the deposit is otherwise insufficient to cover the expected costs to completion, the Applicant agrees to make an additional payment of an amount as determined by the County to replenish the deposit. Please note that the processing of the application, study, plan, inspection or permit may stop if the amount on deposit has been expended. The Applicant agrees to continue making such payments until the County is reimbursed for all costs related to this study, plan, inspection or permit. The County is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts that would have been drawn on the deposit were it not depleted.

- C. The Property Owner acknowledges that the Applicant is authorized to submit this agreement and related application(s) for traffic study review, plan check or permit on this property. The Property Owner also acknowledges that should the Applicant not reimburse the County for all costs related to this application or permit, the Property Owner shall become immediately liable for these costs which shall be paid within 15 days of the service by mail of notice to said Property Owner by the County.
- D. This Agreement shall only be executed by an authorized representative of the Applicant and the Property Owner. The person(s) executing this Agreement represents that he/she has the express authority to enter into this agreement on behalf of the Applicant and/or Property Owner.
- E. This Agreement is not assignable without written consent by the County. The County will not consent to assignment of this Agreement until all outstanding costs have been paid by Applicant.
- F. Deposit statements, requests for deposits or refunds shall be directed to Applicant at the address identified in Sec 4.

**Section 3. To ensure quality service, Applicant is responsible to provide one-week written notice to the County of Riverside Transportation Department, Development Review/Plan Check Division, 4080 Lemon Street, 8<sup>th</sup> Floor, Riverside, CA 92501, (951) 955-6527, if any of the information below changes.**

**Section 4. Applicant and Owner Information**

**1. PROPERTY OWNER INFORMATION:**

Property Owner Name (Firm name or individual): \_\_\_\_\_ Phone No.: \_\_\_\_\_  
(As appears on Assessor rolls.) (Property Owner Name must match page 1.)  
 If Firm Name, list contact person: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 \_\_\_\_\_

**2. \_\_\_\_\_ APPLICANT INFORMATION: [Applicant is not the engineer but the individual who is responsible for paying all the processing fees for this project and subsequently entitled to refunds if any.]**

Applicant Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
(Applicant Name must match page 1.)  
 Firm Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address (if different from property owner) \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 \_\_\_\_\_

**3. \_\_\_\_\_ SIGNATURES:**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name and Title: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name and Title: \_\_\_\_\_

Signature of the County of Riverside, by \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name and Title: \_\_\_\_\_

<b>FOR COUNTY OF RIVERSIDE USE ONLY</b>			
Application or Permit (s)#: _____			
Set #: _____	IP# _____	ST# _____	Application Date: _____

B. (CONTINUED) FIRST SUBMITTAL REQUIREMENTS

**THIS FORM MUST BE SUBMITTED WITH FIRST PLAN CHECK** \_\_\_\_\_ (Submit All Applicable Items)

Project No: \_\_\_\_\_ Schedule: \_\_\_\_\_ (if applicable)

Project Description: \_\_\_\_\_

Check Box

1. We have prepared our plans and submittal in conformance with the "Improvement Plan Check Policies and Guidelines" dated \_\_\_\_\_. (The latest edition of the "Guidelines" may be obtained from the Transportation Department on the second floor or on the Web at: ([www.rctlma.org/Portals/7/documents/pamphlets/plan\\_check\\_guide.pdf](http://www.rctlma.org/Portals/7/documents/pamphlets/plan_check_guide.pdf)))
2. \_\_\_\_\_ 2 Sets Street and drainage plans. (Simultaneous submittal to Flood Control if conditioned.)
3. \_\_\_\_\_ 2 Sets Street cross-sections at 25' minimum intervals or as needed for any work joining or overlaying existing pavement.
4. \_\_\_\_\_ 2 Sets Water and sewer plans. (Simultaneous submittal to Water/Sewer District.)
5. \_\_\_\_\_ 2 Sets Signing and striping plans (required with first submittal) or traffic sign or signal and striping plans with street plans (rolled separately).
6. \_\_\_\_\_ 2 Sets Streetlight plan.
7. \_\_\_\_\_ 2 Sets Landscaping Plans. (Required by conditions with first submittal.) See Comprehensive Landscape Guidelines & Standards at [www.rctlma.org/trans/land\\_dev\\_landscaping\\_guidelines.html](http://www.rctlma.org/trans/land_dev_landscaping_guidelines.html). (Simultaneous submittal to the Landscape Maintenance District)
8. \_\_\_\_\_ 2 Sets Rough grading plans and erosion control plans. (Simultaneous submittal to the Building and Safety Department.)
9. \_\_\_\_\_ 2 Sets Final Parcel or Tract map. (Required on Parcel or Tract map cases.) (Simultaneous submittal to the Survey Division.)
10. \_\_\_\_\_ 1 Approved tentative map (TR & PM) or site plan (PP, CUP, PUP).
11. \_\_\_\_\_ 1 Approved Maintenance exhibit if within Valley Wide District.
12. \_\_\_\_\_ 1 Soils report (Required on Tract and Parcel maps.) including R-Value, and evaluation of the existing pavement and structural section for roads to be widened.
13. \_\_\_\_\_ 1 Construction Cost Estimate (on Trans forms with unit prices).
14. \_\_\_\_\_ 2 Final WQMP & Drainage report only if conditioned by Trans, if conditioned by Flood they will check.
15. \_\_\_\_\_ 1 Check in the amount of:  
\_\_\_\_\_ Improvement Plan Check Fee(per the last page of the Cost Estimate)
16. \_\_\_\_\_ 1 Copy of special instructions and prior commitments.
17. \_\_\_\_\_ 1 Copy of the approved Conditions of Approval.
18. \_\_\_\_\_ 1 Copy of all adjacent or referenced plans used in the design and/or on plans.
19. \_\_\_\_\_ Statement of omissions in design and reasons therefore. (At-Risk letter may be required.)

- 20. \_\_\_\_\_ Check here if this project is related to a Parcel or Tract map.
- 21. \_\_\_\_\_ If this is a MS, provide meeting date: \_\_\_\_\_ (See Note E below.) and written acceptance from Plan Check Section.
- 22. \_\_\_\_\_ Are there any TIP or TUMF projects in the vicinity of your project? Y / N If Yes, contact Design Division engineer at (951) 955-6780 to coordinate street design. The TIP document is available at [www.tlma.co.riverside.ca.us/trans/proj\\_tip.html](http://www.tlma.co.riverside.ca.us/trans/proj_tip.html)
- 23. \_\_\_\_\_ Will you seek reimbursement from TUMF, CFD, JFA, or other? Y / N

NOTE:

- A. Each approved unit of a phased tract shall be submitted on a separate and complete set of plans. It should be complete and able to stand alone. 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" and less including catch basins, laterals, and all facilities to be maintained by the Transportation Department can be on the street plans using Transportation Department standard form sheets. Street and Storm Drain sheets and construction notes shall be numbered consecutively. Quantities shall be included on sheet 1 and on the construction cost worksheet.
- C. Should there be any Flood Control facilities, then all storm drains including Transportation Department facilities shall be on a separate set of plans from the street plans using Flood Control standard form sheets but Transportation Department signature block must be added to them. Quantities of Transportation Department facilities shall be shown on the cover sheet of the street improvement plans and on the Flood Control cost worksheet. This is based on a MOU between Transportation and Flood Control dated June 13, 2008. The Plan Check Section 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 subsequently no project shall be accepted for plan check until the project has its conditions of approval approved by the Board of Supervisors and conditions status noted "INEFFECT". If the project has a special need and the division engineer has agreed to accept the submittal on an "At-Risk" basis, the applicant shall provide a notarized "At-Risk" letter as outlined in Appendix A 27.
- E. For all MS (non-conditioned) projects, design engineer must meet with County engineer before submitting plans.

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

\_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Name Printed or Typed

\_\_\_\_\_  
 Date  
 Civil Engineer's Stamp

### C. ELECTRONIC SUBMITTALS

- Electronic submittals are accepted after an initial meeting with the Plan Check Supervisor.
- All plans and reference material will be required as well as application and then a deposit once case is opened. Electronic payments can be by phone or at the cashier of any county office.
- See the appendix for the Online Plan Submittal Guidelines for the FTP site.
- A CD or Flash Drive is also an accepted electronic submittal option and can be submitted for up loading on the 8<sup>th</sup> floor of the County Administrative Center in Riverside or the Palm Desert office.
- Once the Plan Check is completed, the applicant and engineer will be invited to a session to view the comments. A PDF of the plan check comments can be e-mailed if requested or posted to the FTP site.
- When all comments have been addressed, the Plan Checker will request the final signed mylar for processing. (This step to be modified or eliminated as the electronic plan check process evolves).

### D. IMPROVEMENT PLANS – PAPER RESUBMITTAL

- Submit two sets of corrected street, signal and all other plans previously submitted. If signal and/or striping plans are required, submit one additional set of street improvement plans. Always submit the red lined plans that were previously provided as well as an updated Construction Cost Worksheet. Submit directly to the Plan Check Section if the plans are being checked by County staff or to the County consultant doing the plan check. Also, submit two sets of the updated parcel or tract map.
- Upon the second plan check review, the plan checker shall call a meeting with the engineer and the owner/developer to work out any issues prior to continuing the plan check process. Also annexation for landscaping, signals, etc., needs to be applied for at this time prior to the continuation of the plan check.
- To check on the status of the street improvement plans go to [www.tlma.co.riverside.ca.us/online/default.aspx](http://www.tlma.co.riverside.ca.us/online/default.aspx) and select the desired Transportation Department Related Queries option. When prompted type the IP number of your project and submit.
- Electronic Submittals – At this time we do not accept electronic re-submittals as it is difficult to review all the data required for subsequent submittals, however, for special issues or design questions, we can accept and do allow electronic submittals. If an exception is made, the electronic submittal must be forwarded to the assigned plan checker and the Plan Check Section supervisor.

NOTE: Prior to mylar approvals, the plan checker shall check the account balance to insure that there is a positive balance for the case. Any negative balance or additional money due for plan checking will be paid prior to plan approval. Inspection fees will be due for maps prior to recordation per Ordinance 671.

E. SUBMISSION OF PLANS FOR FINAL REVIEW AND APPROVAL

When the improvement plan checking is complete, the plan checker will ask the design engineer to submit the following as a complete package:

**THIS FORM MUST BE SUBMITTED WITH THE FINAL REVIEW**

Project NO: \_\_\_\_\_ IP NO: \_\_\_\_\_ Date: \_\_\_\_\_

Project Description: \_\_\_\_\_

Project Location: \_\_\_\_\_

Engineering Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

- \_\_\_\_\_ 1. This checklist. Fill in each item with a check mark if included, "NA" if not applicable or "Note" with explanation of why item is not included along with the status.
- \_\_\_\_\_ 2. The last set of check prints.
- \_\_\_\_\_ 3. a. Originals of street improvement/drainage plans (County's copy) with no stick-ons and cross sections in 8.5" x 11" format in a 3-ring binder if not on plan sheets.  
\_\_\_\_\_ b. One set of duplicate mylars (engineer's copy). If this second set is not submitted with originals and the engineer wants a duplicate set, he/she may have to wait up to 10 days after signature to obtain a scan, to allow time for County processing of mylars.  
\_\_\_\_\_ c. One additional set of duplicate mylars if the project is in the Santa Rosa District or eastern Riverside county. (East of Cabazon)
- \_\_\_\_\_ 4. a. Originals of water and sewer plans (Water District's copy), signed by all other agencies, except Elsinore Valley Municipal Water District (EVMWD). After signature the engineer shall pick up the original water plans, District copy, and return it to the Water District. If the engineer needs a duplicate copy, he can make it from this original set. (EVMWD will sign last per MOU. In this case both mylars are released after County signs for district's signature and one set is returned.)  
\_\_\_\_\_ b. One set of duplicate mylars (County's copy).
- \_\_\_\_\_ 5. Original signing and striping plan or traffic sign plan and/or signal plan. (Signal maintenance application to L&LMD required.)
- \_\_\_\_\_ 6. Original streetlight plan.
- \_\_\_\_\_ 7. Original for maintaining district and a duplicate mylar for County file of landscape/irrigation plans (County's copy) with signature and seal of landscape architect on 22"x34" standard sheets and maintaining agency per Comprehensive Landscape Guide.
- \_\_\_\_\_ 8. Landscape Maintenance Agreement, signed and notarized with 8 1/2" x 11" exhibit or proof of application for annexation to a Landscape Maintenance District, i.e., CSA 143, JCSD, or Valley Wide

Parks, etc., must be provided prior to plan signature. (Plan signature by district will constitute acceptance.)

- \_\_\_\_\_ 9. If the project proponent is required to construct improvements and/or a landscape median but is paying cash in lieu of constructing the landscape median, the money is due prior to plan signature. A copy of the receipt is required as well as a note on the landscape plan stating cash is being paid in lieu of constructing the landscape median.
- \_\_\_\_\_ 10. a. One duplicate mylar (no sepia's accepted) of the grading plan (and erosion control plan if applicable) on 24" x 36" size sheets. The above mylars need to be wet stamped by Building and Safety if the Transportation Department did not issue a grading clearance.
- \_\_\_\_\_ 11. A copy of the unrecorded final parcel or tract map.
- \_\_\_\_\_ 12. Original mylar of Flood Control storm drain plans. (Omit if already signed by Transportation)
- \_\_\_\_\_ 13. A copy of the Final Construction Cost Worksheet if bonding is not yet processed.
- \_\_\_\_\_ 14. Submit the following, which are required to be sent by the plan checker to our Construction Inspection or Permits office with the signed plans:
  - \_\_\_\_\_ a. One final soils report on disc in PDF format.
  - \_\_\_\_\_ b. Signed and notarized letters of permission for grading on adjacent properties.
  - \_\_\_\_\_ c. One hydrology study and hydraulic analysis on disc in PDF format.
  - \_\_\_\_\_ d. WQMP approved by Flood Control or Transportation on disc in PDF format.
- \_\_\_\_\_ 15. A copy of the Flood Control letter recommending approval and two - three copies of the approved WQMP to be distributed to the project file, to the Inspection office, and, if landscape is maintained by L&LMD, to the district.
- \_\_\_\_\_ 16. A copy of recorded documents for all off-site easements and/or right-of-way, as applicable. (Recording information must be shown on street and storm drain plans.)
- \_\_\_\_\_ 17. Balance due (if any) for Plan Check or Inspection deposit (inspection deposit required prior to mylar release or map clearance, whichever is first) \$\_\_\_\_\_.
- \_\_\_\_\_ 18. Submit two CDs with items from 14 above and striping and signal CADD files in original file format and PDF format. (Internally the signing and striping, and signal files will be distributed to the Traffic Division.) Label CD with project number, IP number and plans contained on CD.

NOTES:

ITEM #

_____	_____
_____	_____
_____	_____
_____	_____

Attach additional sheets if more space is needed.



## E. REVISING APPROVED STREET PLANS AND CHECKING OUT ORIGINAL PLANS

1. If project is not in construction yet but there is an issue with the plans or in the field, a plan revision shall be done. (Not an As-Built)
  - a. If a revision has to be made to an approved plan which has been signed by the County, the proposed revision should be made in red lines on a blueprint of the originally signed plan. The red-lined copy of the plans should then be submitted to the Transportation Department Plan Check Section. If the submittal is not associated with an active case, the red-lined plans should be submitted with an application and deposit for review and approval. Once the red-lined copy is approved, the engineer may check out the original plans by bringing in a signed reproducible plan or a print of an originally signed full size plan along with the approved redlines. The Transportation Department can then hold them while the originals are checked out to the engineer to make the revision. As an option, the Transportation Department can also make another set of reproducible plans, at the engineer's expense, to hold. Once the engineer revises the originals per the approved red-lined plans, the engineer should resubmit both the originals and the red-lined plans to the Plan Check Section for signature. Once the revised originals are signed, the applicant can pick up the revised originals to get blueprints made for the Permits Section or the Construction Office, returning the prints and originals to the Plan Check Section. The originals will be sent to Survey for rescanning and filing.
  - b. Revisions to signed plans must be made by the original design engineer or firm. Should revisions be requested by another engineer who is not the design engineer or firm, the revising engineer has two options to follow:
    1. The revising engineer should contact the design engineer or firm to inform of the proposed revision and to get permission in writing to make the revisions and to check out the originals. Upon meeting this requirement, the revising engineer should then follow the above referenced procedure (see 1.a). The revising engineer is required to have a signature block signed, and wet stamp for that particular revision on each revised sheet.
    2. The revising engineer may process new plans showing all the existing drawings in dashed lines and labeling them as existing, and showing the revisions in solid lines. The revising engineer must then sign and seal these plans and process them to the Transportation Department for review and signature.
  - c. Following the second option does not require the revising engineer to contact and get permission from the design engineer or firm.
  - d. If the revisions to the sheet will be cluttered and unreadable or the existing plan is very old, it may be more desirable to replace the sheet and void out the old one, which will be considered at the request by the revising engineer. All voided sheets are to be kept in the set for history. If no plans have gone to

construction or have been distributed to other agencies, the original sheets may be discarded at the discretion of the plan checker.

2. If the project is under construction and a revision has to be made for any reason then the developer's construction engineer must redline the revision on the approved plan and submit it to the County construction engineer or inspector for their approval. Once approved by them, the plans will be given to the Plan Check Section, and the plan checker will contact the developer's construction engineer to have them check out the original mylars to revise. Once revised, the plan checker will verify the revisions on the mylars and recommend for signature. Once signed, plan checker will notify engineer to pick up mylars for printing. The new copies will be sent to the Construction office to follow up with their inspections.
3. Plan requirements for revisions to County mylars:
  - a. Paper print redlines shall be made from the approved, signed set. Half size prints are acceptable if the changes are readable. If the revision is not associated with an active case, the red-lined plans should be submitted with an application and deposit for review and approval. See Section I.-B.
  - b. Cloud the revisions that are to be made.
  - c. Show notation and delta revision number in the revision block. Do not use more than one line as the description should be brief. If additional text is needed, show a clouded note elsewhere on the sheet.
  - d. Do not erase, nor obliterate, any record data (single line through old data) or "x" out line work to be changed.
  - e. Include sheet 1 (title sheet) as it carries a "catalog" of all revisions to a plan set. (Do not use "local" delta numbering on a sheet.)

Example: Delta 1 on sheet 5 is the same Delta 1 on sheet 26, and shown on Title Sheet as Delta 1. Delta 2 might only be a change to sheet 17, and should be shown as Delta 2 on the title sheet. Deltas are time dependent and occur on specific dates.

- f. County plan checker will write "OK TO REVISE", sign and date on reviewed red-lined plans at which time the plans can be taken to Survey to check out original mylars, Survey counter (951) 955-6737. A replacement set of plans is required as a placeholder while the originals are checked out. Once approved, originals shall go back to the Survey counter for filing and the replacement set returned or discarded.

#### F. AS-BUILT PLANS

Upon completion of construction for any project, our construction inspection engineer and his inspector will require the developer/engineer to submit "As- Built" plans for them. The street, signal and/or striping plans are As-Built through the Transportation Department. Flood Control does their storm drain plans. The water and/or sewer districts will do their own plans, signal and striping require changes to be approved before construction (See Plan Revision Process.), landscape will be As-Built by whomever will be maintaining it and the streetlight plan is not for construction, so no As-Built is required. The grading plan will be done by Building and Safety.

1. On 2 prints of the approved plans, the engineer must redline any construction deviation from the approved plans and must be signed and sealed by the developer's construction engineer and labeled "As-Built." Each sheet needs to be stamped and signed even if there was no deviation, a blueprint copy still has to be labeled "As-Built" and signed by the developer's construction engineer.

If a permit project does not have a change to the plan and a Notice of Completion is issued, the Plan Check Section will process the As-Built internally. These plans will be given to our construction inspection engineer or the Transportation inspector. They will verify the "As-Built" plans and write on them "OK TO PROCESS", then send them to the Plan Check Section for processing. The Plan Check Section will contact the developer's construction engineer who signed these plans and ask him/her to revise the County original mylars per the red-lined "As- Built" plans. If the engineer doing the As-Built is not the original engineer or company, a notification is sent to the original engineer stating an As-Built is being performed for the improvements. The As-built engineer will need to add his/her block to the plans and note that they are signing for As-Builts only. Print only the changes to be noted on the plans. The words "As-Built" are not to be put in every revision block. Once the original mylars are revised they will be stamped "As- Built" and signed by the plan check engineer and sent to Survey to be scanned and re-filed. Permits or Inspection will be notified by the plan checker processing the plans. If right-of-way is required, the dedication information shall be filled in if not already on the plans. If the right-of-way is not recorded, the Notice of Completion and/or final occupancy will be withheld until recorded.

#### No Revision Required

1. Addition or relocation of a landscape pedestal
2. Relocating streetlight less than 20'
3. Adjusting residential driveways if not stationed on plan
4. Utility retaining wall around vaults in right-of-way  $\pm$  2' height

#### G. CONDOMINIUM PROJECTS

Typically a condominium project is a one lot Tract Map which includes air space plans depicting limits for sale. These will have frontage improvements along the project on the public street as conditioned. The interior street may or may not have conditions. If they are not conditioned by Transportation, no plans will be reviewed or required by Transportation. If the interior streets are conditioned by Transportation, street plans will be required and reviewed by Transportation. County standards shall apply as well as the section and alignments approved on the tentative map.

The plan checker shall review the CC&R document to insure maintenance of roads, landscape, WQMP, drainage facilities as required by the conditions of approval.

#### H. PROCEDURE FOR PROCESSING WATER AND SEWER PLANS

All developers, engineers, water/sewer districts must understand that the Transportation Department checks and approves all improvement plans for water/sewer lines and appurtenances in the public right-of-way. This

does not include lateral connections, minor line revisions and district constructed projects. If there is uncertainty on a particular project, contact the Transportation Department, Plan Check Section at (951) 955 – 6527 for information.

Please see Water Plan checklist and Sewer Plan checklist for specific plan items the County requires in addition to the water/sewer district requirements. We regulate the area within the right-of-way to ensure all utilities have room for their facilities as per Transportation Standard No. 817. Any deviation must be pre-approved. We also review size and location of surface features and depth below roadway. Design and location of these utilities MUST be per OUR standards, NOT the utility company's.

We review the quantities on the plans and the Construction Cost Worksheet for correctness and consistency with the plans. We do require and hold the bonds for these improvements.

After plan checking is complete, the design engineer submits original mylars, (signed by water/sewer district, and the Fire Department) for signature and one set of duplicate mylars for the County to keep. (See Final Submittal checklist). A set of prints will be transmitted to the Construction Inspection Office as reference. It will be the responsibility of the design engineer to pick up and return the original mylars to serving agency.

If there are changes in the field, all construction changes will be shown on the plans by the design engineer, and will be approved by the serving agency. Only those changes pertinent to surface facilities (manholes, fire hydrants, etc.) and major realignment of mains will require approval from the Transportation Department. Also, changes affecting these facilities will require a submittal. See "Revising Approved Street Plans" for procedures. If plan changes are not of the above nature, it will not be necessary to have the Transportation Department sign off on the changes. A replacement mylar is required for our records and needs to be provided to the Plan Check Section after District approval.

If an early signature (prior to signature with the street plans) of the water and sewer plans is allowed by Transportation, the total inspection fee including street portion, will be required at the time of signature.

## I. ENCROACHMENT PERMITS

### A. Our road system is divided into four categories:

1. County maintained roads.
  - A. An encroachment permit **is required** for any type encroachment within a County maintained right-of-way.
  - B. An encroachment permit **is required** for any tie-in to a County maintained right-of-way.
2. Vest Title roads (dedicated and accepted for public use, but not accepted for maintenance).
  - A. An encroachment permit **is required** on vest title roads for the installation of public utilities and/or improvements, including laterals and service connections that are part of a conditioned project.
  - B. An encroachment permit **is not required** on vest title roads that have no conditions for improvements, unless acceptance for maintenance is desired by the developer. If more than 50 CY of dirt are moved, a grading permit is required as directed by Ordinance 457 and Building and Safety.
  - C. An encroachment permit **is not required** on vest title roads if the work is voluntary (no conditions for the improvements), unless acceptance for maintenance is desired by the developer. If 50 CY are moved, a grading permit is required.
3. Dedicated but not accepted for public use (still private property).
  - A. An encroachment permit **is not required** for private roads, but if more than 50 CY are moved, a grading permit is required.
4. Private roads. A reservation, easement between owners but no dedications to the public.
  - A. An encroachment permit **is not required** for private roads, but if more than 50 CY are moved, a grading permit is required for none conditioned work.

### Work requiring inspection and permit only (No plan checking.):

1. Residential driveway approach
2. Water tap, sewer tap for residential use
3. District (capital improvement) jobs other than developer jobs (i.e.: water district installs 24" trunk line)
4. Dry utilities – power, television, natural gas

5. Driveway culverts

Work requiring plan check, permit and inspection:

1. Any conditioned project (TR, PM, PP, CUP, PUP)
  2. Volunteer work as part of a conditioned project (MS)
  3. Any change in drainage including under sidewalk drain, catch basin connection or storm drain installation
  4. Change in type of streetlight (lumen/watt), change in location of streetlight more than 20', change in quantity of streetlight
  5. Change to elevations/width/length/surface of road, curb & gutter, sidewalk, or other facility in road right of way
  6. Any change to a traffic signal
  7. Any change to signing/stripping
  8. Any plan change required for a conditioned project. This will require full submittal package including approved COA, planning exhibit, grading plan, application and Plan Check deposit.
- B. An encroachment permit **is required** for any road that is part of a conditioned improvement and will be included into the maintained system upon completion typically a permit will not be issued on non-county maintained roads.
- a. Plans will be required to be checked by Transportation including a plan check deposit.
  - b. Processing fee will be collected by the Permit Section.
  - c. For parcel maps and tracts, the construction inspection will be handled by our Construction Inspection Section. Inspection fees will be collected by the Plan Check Section and they will open an IP account.
  - d. For plot plans, miscellaneous cases, conditional uses, etc, the construction inspection will be handled by the Permit Section. Inspection fees will be collected by the Plan Check Section and they will open an IP account.
- C. An encroachment permit **may be required** as directed by the governing body.
- D. An encroachment permit **may be required** on special cases or as directed by the Transportation Permit engineer or Grading official.

When a permit is issued, inspection will be provided. If a permit is not required for a case it may still require inspection to verify field conditions.

## J. COUNTY PLAN CHECKER'S REVIEW

1. Make sure plan check account has money to cover the immediate plan check.
2. Get the project file.
3. Review all pertinent documents in file, including any previous discussions, commitments or agreements, and tracking form stapled to the file.
4. Check TIP document. Are any roads listed and deposit for IP shown? If so, coordinate with Design group.
5. Check with Funding Programs if project in TUMF? If so, will applicant apply for reimbursement? If so, start agreement.
6. Read and get familiar with all the approved conditions of the approval including those conditions of other departments or agencies.

P.S. Make sure that you are reading and using the latest and final approved conditions of approval.

7. Get the approved tentative map. Study it and get familiar with it and with all its design of geometry, slopes, limits of grading, etc. Check for off-site access roads and improvements. Review annexation conditions, look up project on LS jurisdiction map and let owner know where to start process per L&LMD spreadsheet.
8. Study the proposed grading plan and lay it on and/or compare it with the approved tentative map, making sure that there is no deviation in geometry, slopes, limits of grading, lot lines, etc. If any deviation is noticed, bring it immediately to your supervisor's attention for his evaluation and direction, and at which time he might decide to tell the engineer and/or the developer to go back to the Planning Department for their evaluation and written recommendation.
9. Proceed with your first plan check. If the design is incomplete, bring it back to your supervisor's attention at which time it might be decided to write "INCOMPLETE" on it and send it back to the engineer without any further plan check.

For all permit cases: PP, CUP, PUP, and MS, ask if it is in anyway related to any Tract Map or Parcel Map. If it is, we need to know and add onto the plans both numbers, i.e., Permit and Map number. Index map needs to follow map requirements, general notes. Plan check needs to review COA's and Tentative Map. Also add a note on the plan "This Project is bonded and to be inspected by County Construction Inspection". Within project limits, frontage street work is required to centerline.

If it is complete, do a complete and thorough first plan check, including checking the construction cost estimate. When all is done, send all to engineer and write that he should send back to you all your corrections and copies you used for your first plan check. Be sure to check the GIS for TIP County projects and if there is one, coordinate with Design Section.

10. In performing plan check, you must ensure that all conditions are met in one way or another or the intent satisfied especially the Transportation Department conditions of approval. No exception. Also review for safety, facility constructability and maintainability.
11. Should a road or section of road or other required improvements found not to be practical for construction at this time confer with your supervisor and if a decision is made to defer construction, then a cost estimate shall be prepared for the work, reviewed and approved and cash in lieu of construction shall be paid to the County and an agreement shall be executed to document the understanding. See Section IV-O for the Cash-In-Lieu procedures.
12. If there is existing AC within the project limits and the applicant is not removing it, a materials report and existing cross sections are required. The number of samples shall be sufficient to accurately represent the existing pavement. If the AC is in good condition and the crossfall acceptable it can remain.
13. If offsite grading is required, the notarized letter of permission must accompany the improvement mylars for signature. If offsite right-of-way or drainage easements are required, they must be signed by all owners and be recorded prior to signature of the street mylars and recording data show on the mylars.
14. For PP, CU, PU, and MS projects; you, the plan checker, must obtain the structural section from the Transportation Department Materials Lab. The developer may be required to provide a pavement and structural analysis of an existing road for cut and match work within the project boundary.
15. See section XIII for centerline profile study requirements. Approval must be checked fast and just making sure that what is prepared is feasible and fairly accurate, about 80% engineered, not necessarily completely engineered. Keep in mind that this is just a feasibility study. When done plan checking, a large note must be added on the cover sheet, stating "REVIEWED FOR CENTERLINE PROFILE STUDY AND SEEMS TO BE WORKABLE AND ACCEPTABLE FOR FUTURE ENGINEERING" "NOT FOR CONSTRUCTION".
16. Any landscaping proposed within County road rights-of-way must be submitted on County standard format sheets (24" x 36") with a standard title block, and submitted together with the street improvement plans for all development proposals. See the Comprehensive Landscape Guidelines & Standards for plan requirements at [www.rctlma.org/trans/land\\_dev\\_landscaping\\_guidelines.html](http://www.rctlma.org/trans/land_dev_landscaping_guidelines.html).
17. In second check, if you still find major problems and/or issues, call the engineer and the owner and have them come to meet with you and go over the issues to come to a resolution to a degree that you can check the plans or reject them until the first plan check comments are fixed so when plans come for third check, they are coming in for or near signature. Final accounting must be reviewed for final check and ensure the plan check account is in the positive, and inspection deposit plus balance due must be paid now, prior to signing plans. Also fees and securities report must be calculated if not done previously, and processed for bonding and agreements, if applicable. Also see Improvement Plan submittals section "C".



Remember PP, CU, PU, MS, and voluntary cases with any road improvements valued over \$50,000.00 or on a general plan road with lane closures will require bonding or as approved by the Transportation Department.

18. After plans are signed, purge the project file of items that are dealt with during the plan check process, and not require to be kept per records retention policy.

A copy of the geology and soils report, as well as a complete copy of the conditions of approval and any other special instructions or notes of importance must be sent to the Permits or Construction Inspection office.

19. For schedule "H" maps that require minimum road improvements, you need to ask if there is any utilities being constructed with the map.
20. We only need to keep the "last clean set" of drawings. On the first review, it's clean set. Thereafter, it would be redlines that were previously addressed. All plans need to stay with the plan checker until plan approval. All paperwork, 11"x17", max. should be kept in the file.(This only applies to plan checking paper submittals, see Electronic Plan Checking for those submittals.
21. Every tract or parcel map conditioned for improvements needs to be bonded or the improvements built per Ordinance 460. An "MS" case used for a map or a series of maps will need to be bonded. Permit cases having construction costs over \$50,000.00 or fronting a general plan road and affecting traffic needs to be bonded. Smaller permit jobs may be bonded at the department's discretion, see Section III for bonding.
22. Private streets required by conditions on a project are to be plan checked and inspected by Transportation. See Section III-F. For maps with HOAs plan checker shall review the CC&Rs to insure the HOA is responsible for maintaining the conditioned improvement, ie streets, storm drains, BMP facilities, etc. This shall be done prior to map clearance.
23. If the engineer can not comply with County standards, a fact sheet shall be submitted, reviewed, signed and filed for the project. The plan checker shall provide an example to the engineer and recommend the exception to the plan check supervisor.
24. Storm drain plans are checked by Flood Control if they condition the project to submit plans. If there is no Flood condition to submit plans, Transportation shall review and approve the drainage study, WQMP, and storm drain plans.

#### K. AT RISK PLAN CHECKING

If for any reason the first submittal is incomplete it will be rejected. If there are special issues and they have been discussed at the pre-design conference or subsequent meeting, a letter of agreement needs to be included with the submittal. If the items missing or items submitted are deficient, the owner may request the plan check to be done "At Risk" by providing a notarized letter. (See appendix for example)