



DIGITAL PROCESSING GUIDE

Engineering Department

130 South Main Street, Lake Elsinore, CA 92530

951-674-3124

www.lake-elsinore.org

Transportation Permits

Transportation permits can be processed by the City via email or fax. Please contact Summer O'Daly to submit an application.

Summer O'Daly sodaly@lake-elsinore.org

CC Nicole McCalmont nmccalmont@lake-elsinore.org

Plan Check Submittals and Procedure:

Plan check submittals can be made electronically via a shared folder.

Required forms:

Plan Check Application

Project Fee Estimate Calculator

Forms Link: <http://www.lake-elsinore.org/city-hall/city-departments/public-works/engineering/applications-forms>

1. Download and fill out the appropriate Plan Check application
2. Download Project Fee Estimate Calculator and fill in project information (cubic yard cut & fill and engineer's estimate amount for onsite hardscape and/or street & storm drain improvements)
3. Email completed application to:
Summer O'Daly sodaly@lake-elsinore.org
cc: Nicole McCalmont nmccalmont@lake-elsinore.org, and
Rita Thompson rthompson@lake-elsinore.org
4. City Staff will send Applicant an email with shared folder instructions on how to upload required documents and fees.
5. Fees: Payable by credit card or check. Instructions will be provided.
6. Subsequent plan checks will be sent directly to the City appointed plan checker until the plans are approved.

This process is applicable to the following:

- Grading Plans
- Street Improvements
- WQMP
- Final/Parcel Maps
- Easements/Dedications
- Lot Line Adjustments
- Parcel Mergers
- Vacations

Point of Contacts:

Nicole McCalmont – nmccalmont@lake-elsinore.org

Rita Thompson – rthompson@lake-elsinore.org

Cameron Adams – cadams@lake-elsinore.org

Permit Issuance (Grading, Drainage, Improvement):

1. City appointed plan checker approves plan check and forwards approved plans to the City.
2. City Staff reviews plan check approved documents for approval.
3. City Staff prepares a Permit Issue letter identifying the process, fees and documents required for the permit to be issued.
 - a. The letter is emailed to the responsible party (applicant, engineer of record [EOR], etc.)
 - b. Applicant gathers together required fees and documents (Permit Issue Package)
4. Plans are approved/signed by the City
 - a. Applicant/EOR is notified of approval and next step.
5. Applicant emails Permit Issue Package to City; mail originals (Fee check, Notarized Agreements, Bonds).
 - a. Fees: If paying by credit card – follow that process for payment;
If paying by check, include digital image of check with permit issue package and mail check with originals
6. Upon email receipt of complete Permit Issue Package by City Staff,
 - a. City emails Permit to applicant
 - b. Applicant signs and emails signed copy to City

Other Document Processing (Dedications, LLA's, Mergers)

1. City appointed plan checker approves plan check and forwards approved documents to the City.
2. City Staff reviews plan check approved documents for approval.
3. City Staff routes documents internally for execution.
 - a. Easements & Dedications – Once executed by City; City Clerk processes for recording.
 - b. Parcel Mergers & Lot Line Adjustments – Once executed by City; applicant is notified to pick up and have recorded, returning a conformed copy to the City.
 - c. Vacations – Once approved by City are scheduled for City Council hearing, publication and public posting. City Staff will be in contact with Applicants/EOR throughout this process.
 - d. WQMP – City Staff notifies EOR/Applicant by email of any required changes and/or approval.

Field Inspections:

Your Permit will have an assigned Inspector. Please see Inspector Contacts below:

Scott Rippstein (951) 538-9116 srippstein@lake-elsinore.org

Mike Payment (951) 805-9835 mpayment@lake-elsinore.org

As Builts

As built's will be processed on case by case basis for the time being. Please contact the Engineering Department at 951-674-3124. Electronic submittals for redlines and as built plans will be utilized where possible.



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Security Releases

Security releases can be processed over email. Please submit letter requesting release, checklists, and all pertinent documents through email. If file sizes are too large, the city can arrange for a drop folder to be created and shared with applicant. Please contact Cameron Adams for all Security releases.

Cameron Adams cadams@lake-elsinore.org