



**ENGINEERING DEPARTMENT  
IMPROVEMENT PLAN CHECK  
APPLICATION AND CHECKLIST**

130 SOUTH MAIN STREET, LAKE ELSINORE, CA 92530  
P: 951.674-3124, F: 951.471-1261

For Staff Use  
Received By:  
EnerGov No.

Fill in the following information and submit with the required documents and fees to initiate Plan Check. Incomplete submittals will not be processed for plan check.

PARCEL/TRACT NO.: \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_

ASSESSOR'S PARCEL NO(S): \_\_\_\_\_ Gross Acreage \_\_\_\_\_

PROJECT STREET ADDRESS OR  
CROSS STREETS: \_\_\_\_\_

AMOUNT FROM ENGINEER'S COST  
ESTIMATE: \_\_\_\_\_ NO. OF SHEETS IN PLAN SET: \_\_\_\_\_

SUBMITTAL TYPE:                      St                      Strm                      REVISION No. :  \_\_\_\_\_  
check all that apply                      Impvt                      Drain

REVISION  
DESCRIPTION: \_\_\_\_\_

A SEPARATE submittal is required for the following:                       Sign /Stripe                       Traffic Signal

OWNER / DEVELOPER: \_\_\_\_\_

STREET ADDRESS/CITY/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROJECT MANAGER: \_\_\_\_\_  
If different from Owner or Engineer

STREET ADDRESS/CITY/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ENGINEER \_\_\_\_\_ COMPANY: \_\_\_\_\_

STREET ADDRESS/CITY/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Distribution: Orig-File; Copy-Planchecker



## IMPROVEMENT PLANCHECK SUBMITTAL CHECKLIST

### REQUIREMENTS: NEW SUBMITTAL

QTY	DESCRIPTION OF REQUIRED DOCUMENTS												
1	<b>This Form</b> identifying all items being submitted.												
2	<b>PROPOSED IMPROVEMENT PLANS</b> - Bond Copies using CITY STANDARD TITLE BLOCK FORMAT, 24" x 36" and <b>folded</b> to approximate size of 8 1/2" x 11"												
2	<b>HYDROLOGY AND HYDRAULICS STUDY</b> - 1 orig, 1 copy; bound, sealed and signed by engineer of work.												
1	<b>ENGINEER'S COST ESTIMATE</b>												
1	<b>FINAL MAP</b> (if applicable)												
2	<b>CONDITIONS OF APPROVAL</b>												
1	<b>APPROVAL FROM OTHER AGENCIES</b> (Copy of Stamped Plans if applicable)												
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>	<p style="text-align: right; font-size: small;">* City ordinance provides for cost recovery of fees; Excessive Plan Checks Will Result in Additional Fees</p> <p><b>PLAN CHECK FEES*</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;">\$200.00</td> <td style="width: 5%; text-align: center;">+</td> <td style="width: 30%; text-align: center;"> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> </td> <td style="width: 35%;"></td> </tr> <tr> <td style="text-align: center; font-size: x-small;">Admn Charge</td> <td></td> <td style="text-align: center; font-size: x-small;">Enter Fee Above Based on % of Engineer's Estimate from Fee Schedule</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">+</td> <td></td> <td></td> </tr> </table>	\$200.00	+	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>		Admn Charge		Enter Fee Above Based on % of Engineer's Estimate from Fee Schedule			+		
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	+												

### REQUIREMENTS: REVISION SUBMITTAL

QTY	DESCRIPTION OF REQUIRED DOCUMENTS															
1	<b>This Form</b> identifying all items being submitted.															
2	<b>REDLINED BOND COPIES APPROVED PLANS</b> - 24" x 36" <b>folded</b> to approximate size of 8 1/2" x 11"															
2	<b>COPIES OF DOCUMENTS in SUPPORT of PROPOSED REVISION.</b>															
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	+															

### REQUIREMENTS: SIGNING & STRIPING and TRAFFIC SIGNAL SUBMITTALS

QTY	DESCRIPTION OF REQUIRED DOCUMENTS															
1	<b>This Form</b> identifying all items being submitted.															
2	<b>BOND COPIES OF PLAN</b> - 24" x 36" folded to approximate size of 8 1/2" x 11"															
2	<b>COPIES of DOCUMENTS in SUPPORT of PROPOSED TRAFFIC SIGNAL</b>															
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	+															

Other documents may be required prior to approval of revisions at the discretion of the plan checker.