City of Roseville

Non Residential

Early Civil Plan - Plan Check Submittal Checklist

from the Community Development Department



The following checklist has been developed by the City of Roseville to assist the development community in the preparation of their construction drawings. The intent of this document is to provide a guide that is utilized in the preparation of a set of plans, and ensures that the necessary information is provided by the designer allowing for the City Departments to have a full set of plans upon their first review.

The primary purpose for allowing early submittal of civil improvement plans is to provide the opportunity for applicants to begin the plan check process for their project while the building construction plans (which typically require additional preparation time) are being finalized. Additionally, the timeline typically needed for plan check review of civil improvement plans is 2-3 weeks longer than needed for building construction plans. Therefore, allowing the early submittal of civil improvement plans improves the probability for both sets of plans being approved concurrently. Finally, allowing the early submittal of civil improvement plans will increase the use of the City's *Foundation Only Permit* process in that civil improvement plans must be substantially complete prior to the issuance of the permit. Civil Improvements Plans for new commercial, office, industrial, or multi-family projects may be submitted prior to the submittal of Building Construction Plans.

This checklist will also be utilized by the various City Departments to determine that the minimum information for a complete set of plans has been provided. Please note, that this list is not all-inclusive and that detailed information will be necessary to address all of the issues associated with the development of your project. By utilizing this checklist, the City will be assured that the necessary information is available at the first submittal of the plans, therefore allowing the plan check to proceed within the established City time frames.



Content

Early submittal of Civil Improvement Plans is required to be submitted to the City's Engineering Division. This submittal checklist represents the items that will be reviewed by each of the City Departments that are responsible for providing Plan Check comments. The checklist has been formatted to indicate the department who has the primary review responsibility. This is indicated by the ★. Although this department will have the primary review responsibility other City departments may also be reviewing this segment of the plans and will provide additional comments. This is indicated by the ✔. Please note, that this does not include items that are

required by outside agencies (i.e. County Health Department). During the design of your project if you have any questions related to an issue, the department that has a * symbol should be contacted for clarification on the issue.

This early submittal checklist has been segregated into two major categories; General Submittal Items and Improvement Plans. General Submittal items address standard items that are expected to contain within each sheet of the plan submittal. The Improvement Plan submittals include the specific information that needs to be included on the Cover Sheet, Grading Sheets, Site Plan, Traffic Signal, Plan View Sheets and Profile View Sheets. Additional items which are being requested are a copy of the Notice to the Applicant and the submittal packages for each department.

The following abbreviations are utilized and are defined as follows: Plan. = Planning; Eng.= Engineering; EU= Environmental Utilities; Fire = Fire Department; Bld. = Building; Elec. = Roseville Electric; and COMP. = Completed.

Checklist:		
Project Name:		
Project Location:		
Contact Person:	Phone #	

Item#	Plan Submittal Item	Plan.	Eng.	EU	Fire	Bld.	Elec.	COMP.	
	General Submittal (all sheets)								
1	Project Name		×			×			
2	Project Address		×			×			
3	Sheet Number		×			×			
4	North Arrow		×			×			
5	Scale		×			×			
6	Design Consultants Name		×			×			
7	Design Consultants Address		×			×			
8	Design Consultants Phone Number		×			×			
9	Design Consultants Stamp and signature		×			×			
	Improvement Plan	ıs	•		•	•			
	Cover Sheet								
1	Index of Sheets (Including Landscaping)		×	✓	✓	✓	✓		
2	Legend and abbreviations (conforming to stnd.		×	✓	✓	✓	✓		
	Drawings)								
3	Project Location/Vicinity Map (not less than		×	✓	✓	✓	✓		
	1"=2,000')								
4	Signature Blocks		×	✓	√				
5	Utility Representative List		×	✓	✓				

Item#	Plan Submittal Item	Plan.	Eng.	EU	Fire	Bld.	Elec.	COMP.
6	Sewer/Water – size, volume and calculations			×				
7	Storm Drainage network - sizes, slopes,		×	√	✓			
	calculations							
8	Block for Roseville Planning Project # and date that							
	the entitlements were completed.		×	✓	✓			
9	Site Plan (Scale not less than 1"=200")		×	✓	✓	✓	✓	
	a. Include streets and street names of all streets							
	within or contiguous to the project		×	✓	✓	✓	✓	
	b. Names of adjacent subdivisions or parcels and							
	their lot lines and lot numbers		×	✓	✓	✓	✓	
	c. Existing adjacent street improvements		×	✓	✓	✓	✓	
	d. All property lines		×	✓	✓	✓	✓	
10	All of the General Notes from the Improvement							
	Standards in Verbatim.		×					
11	Typical Street Sections including TI & R values		×					
12	Hours of Construction		×					
13	Temporary and permanent benchmarks with		×					
	descriptions							
	2 "							
	Grading							
1	Site Plan (Scale not less than 1"=40")							
2	Phase Lines	√	*	√		√	√	
3	Limits of Work	√	×	√		√	✓	
4	Grades, pad elevations and finished floor elevation	✓	*	✓		✓	✓	
5	Parking lot slopes		✓			×		
6	Slope ratios (i.e. 3:1 or greater per Planning							
	Standards; 2:1 in backyards)	√	*	✓ ✓		√	✓	
7	Retaining walls with top and bottom elevations	√	*			√	•	
8	Conformance with the approved grading plan	√	*	√		✓		
	Cross sections (when required for clarification)	V	*	V				
10	Hours of construction note	4.	×					
11	Oak Trees/Wetlands	×						
	a. Base elevation of preserved trees	*						
	b. Demark trees that are approved for removal	×						
	c. Show drainage around trees	×						
	d. Show cut/fill adjacent to trees and wetlands	×						
	e. Include tree/wetland notes from the Notice to	×						
	applicant issued by the Plan. Dept./Clerk's office	_ ^						
	f. Tree bond	×						
		×						
	g. Tree/wetland fencingh. Permit from ACOE and/or CDFG (if required)	×						
	i. Tree preservation improvements location and	 ~						
	details (i.e. aeration)	×						
	j. Arborist Report	×						
<u></u>	J. ALDOHSI KEPOIT		<u> </u>		<u> </u>	<u> </u>		

Item#	Plan Submittal Item	Plan.	Eng.	EU	Fire	Bld.	Elec.	COMP.
12	Existing and future utilities shown		×	✓	✓		✓	
13	Special construction notes for the protection of							
	existing water, sewer and recycled water as		✓	×				
	appropriate.							
14	Fee per chapter 70 of the UBC (due @ plan		×					
	approval)							
15	Grading sheets to be stamped and signed by a							
	registered Civil Engineer		×	✓	✓	✓		
16	Typical lot grading details with lot corner details		×	✓	✓	✓		
17	Flow directional arrows both on-site and off-site &							
	perimeter elevations at the property line	✓	×	✓				
18	Existing spot elevations and/or contour lines on and							
	off site around the perimeter of the development	√	×	✓	✓			
19	Certificate of Compliance of Grading with							
	signature blocks for the Registered Civil Engineer							
20	and the Geotechnical Engineer		×					
20	Back of sidewalk elevations at property lines, curb returns, high and low points and other areas as	✓	×	1	1	_/		
	deemed necessary				•	•		
21	All existing and proposed surface and subsurface							
21	drainage facilities		×	1	1			
22	Location of existing and proposed buildings or			•	•			
22	structures on the land of adjacent owners which are							
	within 15 feet of the property & which may be							
	impacted by the proposed grading operations.	✓	×	✓	✓	✓		
23	Typical sections across side yard property lines							
	where the difference in finish pad elevations		×					
	exceeds one foot.							
24	Names of existing adjacent projects	✓	×	✓	✓			
25	For all projects involving the export of soil	✓	×					
	material:							
	a. Location of spoiled disposal.	✓	×					
26	Silt Retention and erosion control details (as							
	required by the City's Improvement Standards)		×					
27	Quantity Estimation		×					
	Site Plan							
1	Project Phase Lines	✓	×	√	√	√	√	
2	Building foot print location and dimensions	*	√	√	√	√	✓	
3	Building square footage	*	√	√	√	√		
4	Building setbacks	×	✓	√	√	√		
5	Building entrances	√		√	√	×		
6	Driveways and drive aisles, location and	✓	×	✓	✓	✓	√	
	dimensions							
7	Planters (locations and dimensions)	*		√	✓	✓	√	
8	Existing/proposed parking lot lighting locations	×		✓	✓	✓	✓	

Item#	Plan Submittal Item	Plan.	Eng.	EU	Fire	Bld.	Elec.	COMP.
9	Existing/proposed fencing, walls, gates, materials	×	✓	✓	✓	✓	✓	
	and height							
10	Outdoor furniture (details and locations)	×			✓	✓		
11	Sidewalks/walkways (detail and location) ADA	✓		✓	✓	×	✓	
	approved							
12	Trash encl. (detail, location, colors and materials)			×	✓	✓		
13	Tree preservation fencing locations	×						
14	Parking	×				✓		
	a. Striping detail and dimensions (standard &	×				✓		
	compact)							
	b. Total number of spaces (standard, compact &							
	handicapped, shown in table form)	×				✓		
	c. No more than 30% compact spaces throughout							
	the parking lot and designated on plans as a "C"	×				✓		
	d. Show parking stalls adjacent to 6" raised curb							
	or bumper stop	×				✓		
	e. Note on plans: "parking lot striping and signing							
	shall be maintained in a visible, legible manner"	*				√		
	f. Bike rack, type and location	×				✓		
	g. "Employee/customer" parking sign location and	4-						
	detail (in conformance with the applicable code	×				√		
	section) h Handison Parking	✓				×		
15	h. Handicap Parking	V ✓	×	×	./	./	√	
16	Location of all new and existing utilities Water, sewer and recycled water easements shown		^	^	-	•	V	
10	and dimensioned	√		×		√		
17	Sewer Manholes shown and numbered	·		×		•		
18	Flow Direction and sizes labeled on sewer lines		✓	×				
19	Water lines and sizes		·	×	1	√		
20	Recycled Water lines and sizes		·	×	Ť	·		
21	Traffic Signal (Refer to Traffic Signal Section			-		, , , , , , , , , , , , , , , , , , ,		
21	below)							
	below)							
	Traffic Signal							
1	Title Sheet		×					
	a. Name and location of the project		×					
	b. Vicinity map with north arrow		×					
	c. Signature blocks and revision block		×					
	d. Legend for symbols not found in the Standard							
	Plans. Below the legend a place for a note							
	regarding Caltrans standards.		×					
	e. A service equipment standard and wiring							
	diagram with legend		×					
	f. General Notes per sectionTS-4(6-3A) of the							
	improvement standards.		×					
2	Signal and lighting sheet (1"=20' scale)		×					

Item#	Plan Submittal Item	Plan.	Eng.	EU	Fire	Bld.	Elec.	COMP.
	a. Existing and proposed field conditions		×					
	b. Pole and equipment schedule		×					
	c. Conductor and conduit schedule- Schedule to							
	include: "percent fill" values and conduit		×					
	quantity/size.							
	d. Complete traffic signal design		×					
	e. Phasing diagram		×					
	f. Phasing for vehicle preemption		×					
	Plan View							
1	Each street to be improved is to be placed on							
	individual sheets.		×	✓				
2	Include existing improvements and							
	contours/elevations within 100 feet of the project		×	✓				
	boundary							
3	Show proposed and future improvements		×					
4	Provide "call outs" on plans referencing the							
	Standard Drawings where applicable.		×	✓				
5	All notes shall read from left to right with the north							
	arrow point either to the top or left edge of the		×					
	sheet.							
6	Signing Striping Plan		×					
	a. Provided on separate sheets		×					
	b. Scale 1"=40"		×					
	c. Show all existing and proposed signing, traffic							
	striping, pavement markings, pavement							
	markers, regulatory signs and warning signs.		×					
7	Sewer stub locations		✓	×				
8	Water valve, hydrant and blow-off locations		✓	×				
9	Restrained joint length identified		✓	×				
10	Special construction notes provided as necessary		×	×				
11	Radius listed for any curved sewer or water lines							
	(note elevations provided every 10 feet for vertical			×				
	curves)							
12	Pad elevations for all parcels		×	✓				
13	Water Plan Sheet:		✓	×	✓			
	a. Legend		✓	×	✓			
	b. Site Plan		✓	×	✓			
	c. Lots Numbered		✓	×	✓			
	d. Waterlines labeled with size		✓	×	√			
	e. Water service stubs shown		✓	×	✓			
	f. Water Easements shown and dimensioned		✓	×	✓			
	g. Restrained joints identified		✓	×	✓			
	h. Valves Hydrant and blow-off locations shown		✓	×	√			
	i. Irrigation connections noted		✓	×	✓			
			l .	<u> </u>	i	l		

Item#	Plan Submittal Item	Plan.	Eng.	EU	Fire	Bld.	Elec.	COMP.
	j. Water manifold detail showing the size of water							
	meters and backflows (if not otherwise shown							
	on a different plan sheet)		✓	×	✓			
14	Recycled Water Plan Sheet - see requirements for							
	Water Plan Sheet.			×				
15	Sewer Plan Sheet (Note, this sheet is not required if							
	the following information is incorporated into the							
	site plan sheet):							
	a. Legend		√	*				
	b. Site Plan		·	*				
	c. Lots numbered		√	*				
	d. Sewer mains labeled with size and flow direction		•	×				
	e. Manholes numbered		√	×				
	f. Sewer stubs shown		∨	×				
	g. Backwater valve lots identified		∨	×				
	h. Sewer easements shown and dimensioned		·	×				
	II. Sewer easements shown and dimensioned		V	^				
	Profile View							
1	To be shown immediately below plan view for each							
	corresponding street.		✓	✓				
2	Include: existing and proposed street centerlines,							
	sewer mains, storm drains, water mains, public							
	utility mains, utility crossings and gutter flow lines.		✓	✓				
3	Elevations to be shown on street centerline and							
	gutter flow line at 50-foot stations and grade break							
	points, manhole and catch basin inverts and							
	elevations, and water main crossings with other		√	•				
	utilities.		./	./				
4	Rates of grade		V	•				
5	Elevation of the hydraulic grade line for the 10 year							
	frequency storm shall be shown at all storm drain manholes, catch basins and drain inlets		×					
6	Elevations of the hydraulic grade line for 100 year		•					
O	frequency shall be shown at all crossings of							
	arterials and where determined necessary.		×					
7	Vertical utility separations shown and dimensioned		√	×				
8	Type and length of water and sewer pipes		√	×				
9	Sewer slopes in profile		√	×				
10	Elevations of manhole rims and inverts		✓	×				
	Miscellaneous							
1	Notice to the Applicant (NTA) - Submit official			,				
	NTA with plans indicating the location for each	✓	√	✓	~	×	✓	
	condition as it is addressed by the plan set. (5							
	copies)							

Item#	Plan Submittal Item	Plan.	Eng.	EU	Fire	Bld.	Elec.	COMP.
	Plan Check Submittal requirements for New		×					
	Construction to be submitted to the Engineering							
	Department and packaged as follows:							
Engine	ering Department							
1	Completed engineering Division Development		×					
	Application Form							
2	11 Sets of Civil Improvement Plans		×					
3	Engineers Cost Estimate		×					
4	50% of Inspection Fee Deposit		×					
5	2 copies of Storm Drain Calculations		×					
6	2 Copies of Drainage Shed Map		×					
7	3 Copies of Soils Report		×					
8	5 copies of Planning Department's Notice of		×					
	Approved with project Conditions of Approval.							
10	Signed Agreement for Early Submittal/approval of		×					·
	Civil Improvement Plans							



We the undersigned hear by certify that the plans that are attached have been reviewed against the City of Roseville's non-residential early plan check checklist and are complete. By signing this document we acknowledge that if the City determines that the plans are not in conformance with this checklist that they will be returned without any further review or comment.

Project Applicant (Print and Sign)	Telephone #
Architect(Print and Sign)	Telephone #
Engineer of Record(Print and Sign)	Telephone #

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