

Early Submittal/Approval of Civil Improvement Plans

1. What is the purpose of allowing the submittal of Civil Improvement Plans prior to the submittal of Building Construction Plans?

The primary purpose for allowing the 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.

2. What types of projects can the Civil Improvement Plans be submitted for prior to the submittal of Building Construction Plans?

Civil Improvement Plans for new commercial, office, industrial, or multi-family projects may be submitted prior to the submittal of Building Construction Plans.

3. Where do you submit Civil Improvement Plans that are not being submitted with Building Construction Plans?

When a complete set of projects plans (civil improvements & building construction) is being submitted for review and permit, the complete package is submitted to the City's Building Division who then forwards the applicable plans to the appropriate reviewing departments. If you are only planning to submit the Civil Improvement Plans for review and approval, the plans are submitted to the City's **Engineering Division**. Upon receipt of the necessary materials, the Engineering Division will route the plans to the appropriate reviewing departments.

4. What materials/plans must be submitted for review of the project's Civil Improvement Plans?

The project applicant shall provide the following:

- Completed Engineering Division *Development Application Form*
- 11 Sets of Civil Improvement Plans
- Engineer's Cost Estimate
- 50% of Inspection Fee Deposit
- 2 Copies of Storm Drain Calculations
- 2 Copies of Drainage Shed Map
- 3 Copies of Soils Report
- 5 Copies each of the Planning Department's Notice of Approval with project Conditions of Approval

- The attached agreement form for early submittal/approval of Civil Improvement Plans.

5. *What are the fees for the early submittal/approval of Civil Improvement Plans?*

There are no additional fees for the early submittal/approval of Civil Improvement Plans. The applicant shall be responsible for paying the actual cost of plan check and inspection.

6. *What items must be completed in before the Civil Improvement Plans are approved?*

The Engineering Division will verify that the following items have been addressed:

- All necessary City, State and Federal project entitlements have been secured and approved
- Civil on-site and off-site improvement plans have been approved by all applicable reviewing departments; all required encroachment and grading permits are ready for issuance; bonds have been submitted; and all applicable fees have been paid.
- **Note:** On-site access and on-site lighting are **not** included as part of the approval of the civil improvement plans. These items will be covered as part of the review of the building construction plans by the City's Building Division.

7. *What are the conditions of the early submittal/approval of the Civil Improvement Plans?*

The early submittal/approval of Civil Improvement Plans is contingent upon the owner and the architect and/or engineer agreeing to the following conditions:

1. The permit is issued with the understanding that the owner assumes all responsibility for construction of the civil site improvements.
2. The owner agrees to make any item constructed under the partial permit conform to the final approved plans, understanding that subsequent plan review may (1) disclose design errors and omissions or, (2) require changes because of the then-governing construction laws.



Public Works / Engineering

311 Vernon Street

Roseville, CA 95678

Phone: (916) 774-5339

Agreement for Early Submittal/Approval of Civil Improvement Plans

Permit # _____

Project Name _____

Project Address _____

The allowance for the early submittal/approval of Civil Improvement Plans prior to the submittal/approval of Building Construction Plans is contingent upon the owner and the architect and/or engineer agreeing to the following conditions:

- 1. This approval is issued to the undersigned property owner with the understanding said owner assumes all responsibility for the construction of the civil site improvements; the review of architectural construction plans may alter the improvements included on the civil improvement plans.**
- 2. The owner agrees to make any item constructed under this permit conform to the final approved building construction plans, understanding that the subsequent plan review of the building construction plans may (1) disclose design errors and omissions or (2) require changes because of the then governing construction laws.**
- 3. The early submittal/approval of civil improvement plans does not grant any inherent status to the project in the processing of the remaining portion of the plans through the City's plan check process.**

Property Owner (Print and Sign)

Telephone #

Architect (Print and Sign)

Telephone #

Engineer of Record (Print and Sign)

Telephone #

Building Contractor (Print and Sign)

Telephone #