

CIVIL IMPROVEMENT PLAN REVIEW/PERMIT APPLICATION FORM

PROJECT INFO	<p>IMPROVEMENT TYPE: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> GRADING ONLY <input type="checkbox"/> INFRASTRUCTURE</p> <p>PROJECT NAME: _____</p> <p>PROJECT ADDRESS: _____ PLANNING FILE#: _____</p> <p>PROJECT DESCRIPTION: _____</p> <p>SIZE OF PROJECT (ACRES): _____ EST. DISTURBED SOIL AREA (ACRES): _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">NEAREST RECEIVING WATERS:</td> <td style="width: 40%;">DISTANCE FROM PROJECT (FT)</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	NEAREST RECEIVING WATERS:	DISTANCE FROM PROJECT (FT)				
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DEVELOPER/OWNER (PROJECT APPLICANT)	<p>NAME: _____</p> <p>BILLING ADDRESS: _____</p> <p>CONTACT PERSON: _____ SIGNATURE: _____</p> <p>(Signature acknowledges that the Fee Deposit is an estimated cost and developer/owner will be charged for actual cost of services. Any remaining funds at completion of project will be returned to owner/developer.)</p> <p>TELEPHONE#: _____ EMAIL: _____</p>						
DESIGN ENGINEER	<p>NAME: _____</p> <p>ADDRESS: _____</p> <p>CONTACT PERSON: _____ SIGNATURE: _____</p> <p>TELEPHONE#: _____ EMAIL: _____</p>						
PERMIT APPLICANT (Not Required at Initial Submittal)	<p>Valid insurance for Permit Applicant must be on file in Risk Management prior to issuance of permit.</p> <p>NAME: _____</p> <p>ADDRESS: _____</p> <p>CONTACT PERSON: _____ SIGNATURE: _____</p> <p>TELEPHONE#: _____ EMAIL: _____</p>						
REQUIRED ITEMS	<ul style="list-style-type: none"> <input type="checkbox"/> 5 Sets of Plans (Including Landscape Plans for commercial projects) <input type="checkbox"/> 1 Set of Plans in PDF format on disc or thumb drive.* <input type="checkbox"/> 2 Engineer's Cost Estimate <input type="checkbox"/> Plan Check & Inspection Fee Deposit = 2 1/2% of Engineer's Cost Estimate** <input type="checkbox"/> 1 Copy of Soils Report (may be provided in x.pdf format on disc or thumb drive) <input type="checkbox"/> 3 Copies of the Clerk's or Planning Department Notice of Approval with Conditions of Approval <input type="checkbox"/> 2 Copies of Storm Drain Report with Calculations and Shed Maps*** <input type="checkbox"/> 1 Copies of the Approved Tentative Map (Residential) or Approved Site Plan (Commercial) <input type="checkbox"/> 1 Copy of the Fire System Hydraulic Calculations (Commercial only) <p>* Project CEQA Mitigation Measures must be included on a separate plan sheet. ** A Technology Fee equal to 3% of the Fee Deposit is required with all submittals. *** Does not apply to Grading Plans</p>						
<p>TO BE COMPLETED BY STAFF:</p> <p>ACCEPTED AS COMPLETE BY: _____ DEPOSIT: _____ TECH FEE: _____</p> <p>CITYWIDE JOB# _____ EN _____ - _____ DATE RECEIVED: _____</p> <p>INSURANCE EXPIRATION DATE _____ RISK MANAGEMENT APPROVAL: _____</p>							

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED