

# Improvement Plans Submittal Requirements Checklist

SUR-002

**Purpose:** To provide general guidelines/minimum requirements for Improvement Plans.

File Number

Assessor's Parcel Number(s)

- Final map  Parcel map  Design review or use permit  County improvements for city project

**NOTE: Sewer and/or water reviews require separate submittal(s) and fee(s) to PRMD or an outside agency/company.**

**\*\*\*Appointment Required: Call Laurel Putnam at (707) 565-3714 to schedule an appointment.\*\*\***

**Submit:**  Completed ENG-005 form "Engineering Division Services At-Cost Fee Agreement."

- Approved conditions (written explanation of deviations).
- Soils report including R Value, (unless R=5 is being utilized).
- Geotech report. (Required for all major subs, 2 copies, 1 wet signed.)
- Plan check fee.
- Two(2) blue/line or black/line copies of plans (24" x 36"), stapled and rolled.
- One (1) additional set if connecting to or improving a public road.
- One (1) additional set if signing or striping is included.
- One (1) additional set if street lighting or traffic signal is included.

**NOTE: Provide a separate signing/striping/lighting sheet. Said sheet shall show information relevant only to signing/striping/lighting and potential conflicts.**

- Separate Grading and Storm Water review package:
  - 2 sets of plans
  - Approved Conditions of Approval
  - 2 copies of drainage reports. See DRN-006 Form "Drainage Report Required Contents"
  - GRD-005 Form "Grading Drainage Supplemental Information"
  - If a soils/geotech report has been prepared, submit 1 copy
  - Drainage Review / NPDES plan check fee
- Separate Fire Review Package (If fire hydrants are included).
  - 1 set plans
  - Fire fee
  - Fire flow calculations
- Separate Well & Septic review package (If there are any existing or proposed septic systems or wells within 100' of the proposed improvements):
  - 1 set of plans with existing or proposed wells and septic systems identified
  - 1 set of the approved Conditions of Approval
- OR-
- A statement, signed and stamped by a licensed civil engineer, stating that there are no wells or septic systems within 100' of the proposed improvements

## General

- North arrow
- Scale, written & graphic
- Location Map
- Benchmark
- Symbols legend
- Abbreviation legend
- Signing & Striping Plan (if applicable)
- County required signing & striping notes
- Grading plan with cut and fill amounts
- Index
- County required general notes
- Lighting Plan (if applicable)
- Project boundaries; show existing & proposed development.
- Site map showing roads & lot lines (may be schematic)
- Existing and proposed easements, public and private
- Title block in lower right corner
  - Engineer
  - Seal
  - Appropriate County signature block(s)
  - Date prepared
  - Sheet # & # of sheets
- Title information to include name of project, planning file number, address, APN and post mile

## Roads

### Typical Section:

- Road width, curb & sidewalk (call out details as necessary)
- Crown & centerline
- Pavement & base: type, thickness, R & T. I. used
- Cross Slope

### Profile:

- Existing and finish ground
- Stationing and elevations at grade breaks
- Vertical curve data

### Cross Sections:

- Cut & fill limits, right-of-way

### Plan:

- Centerline & curblines
- Road names
- Property lines and R/W
- C/L stationing: begin & end of curves, grade breaks, driveways & monuments
- Horizontal curve data
- Gutter slopes and flow arrows
- T. C. stationing, elevations and grade breaks
- Sidewalk
- Monument begin and end of curves and intersections
- Show lot numbers. Identify adjacent properties using same method as map: by APN or Doc #

**Sonoma County Permit and Resource Management Department**

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