



# CITY OF MANTECA

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COMMUNITY DEVELOPMENT DEPARTMENT –  
DEVELOPMENT ENGINEERING

## Improvement Plan Submittal Checklist

Improvement Plan submittals shall be in accordance with the below Improvement Plan Submittal Checklist. All items listed below must be included for a submittal to be considered complete. According to the relevancy of the required item, some of the following requirements may be adjusted or waived. Development Engineering Staff will assist in making this determination. Incomplete submittals will not be accepted.

Revisions to the previous version of the checklist are *italicized*.

For any questions regarding the submittal requirements, contact the Community Development Department – Development Engineering at 209-456-8580.

### **First Submittal**

- *Engineer's Cost Estimate*
- *Plan Check Deposit: 100% of the Plan Check fees and Stormwater Compliance fees* (This deposit will be credited towards the final Plan Check and Inspection Fee. A current fee schedule is on the City's website; link: [Development Engineering Fee Schedule](#))
- Civil Improvement Plans – four (4) copies
  - Civil Plans – per City Standard E-1 with the addition of plan sheet(s) showing the Photometric Plan with the foot candle spread shown, in accordance with the latest version of the Illuminating Engineering Society Roadway Lighting Standards, and the project's joint trench plans
  - South San Joaquin Irrigation District Plans
  - Boundary and/or Retaining Wall Plans, including location map and structural calculations signed by designing engineer
  - Plans and details for any other non-standard project specific elements such as traffic signals, overhead pedestrian crossings, roundabouts etc.
- Landscape/Streetscape/Park Plans – submittal requirements per the [Parks and Recreation Standards and Specifications for Landscape Development](#)
  - Irrigation Well Plans, including electrical
- Supporting Documents
  - 8.5" x 11" Vicinity Map, including a view of project location in the City and, for subdivision projects, a view zoomed in to the individual lot level
  - Fire Hydrant Exhibit – minimum 11" x 17" sheet showing hydrant locations and distances between them; one sheet for the entire development
  - Storm Drain System Calculations – Basin, Conveyance System and Pump Station
  - Sanitary Sewer System – Conveyance System and Pump Station, if applicable

- Geotechnical Report, including Street Structural Section Calculations and Depth to Groundwater
- Completed Project Stormwater Plan and supporting documentation, as required by the City's 2015 Post-Construction Manual, if applicable
- Electronic Submittal of all documents (CD, USB Drive and Internet links are acceptable)

### **Subsequent Submittals**

- Civil Improvement Plans – four (4) copies
- Landscape/Streetscape/Park Plans – submittal requirements per *Parks and Recreation Standards and Specifications for Landscape Development*
- Resubmittal of any revised supporting documents
- Letter or spreadsheet with a response to all comments and identification of changes made that were not in response to comments
- Engineer's Cost Estimate
- Project Bid Sheets, if requested
- Electronic Submittal of all documents (CD, USB Drive and Internet links are acceptable)
- Remainder of Plan Check and Inspection fee, if fee request was sent with comments to the previous submittal

### **Final Submittal**

- Civil Improvement Plans – one (1) signed original set on mylar or vellum
- Landscape/Streetscape/Park Plans – submittal requirements per *Parks and Recreation Standards and Specifications for Landscape Development*
- Resubmittal of any revised supporting documents
- Project Stormwater Plan – contained in a binder or folder with no loose pages, wet signed owner certification and Operations and Maintenance Manual
- Letter or spreadsheet with a response to all comments and identification of changes made that were not in response to comments
- AutoCAD file of utilities and roadway and median layouts
- Engineer's Cost Estimate
- Project Bid Sheet, if requested
- Electronic Submittal of all documents (CD, USB Drive and Internet links are acceptable)
- Remainder of Plan Check and Inspection fee.