

If you elect to submit the Development Package for the expedited review process, sign the form at the bottom of the next page (both signatures are required). Include the following items in the submittal package and schedule a pre-submittal appointment with a Land Development Project Leader by calling 633-2312. ***The Bond & Fee Estimate will be reviewed at the Pre-submittal Meeting so do not bring checks to the meeting. Fees will be collected when submitting the project for review.***

- _____ Completed *Civil Improvement Plan Checklist*
- _____ Civil improvement plans (**2 sets** only for the meeting)
- _____ Completed *Bond & Fee Estimate*
- _____ Plan check fee* to be determined from a completed *Bond and Fee Estimate*;
- _____ Completed *Developer Questionnaire*
- _____ Geotechnical report (2 copies, must be bound; stapled/loose reports will not be accepted)
- _____ Geotechnical report review fee* or receipt (see *Fee Schedule - DFC Division*)
- _____ Water Service Application fee*
- _____ Water Network Analysis (2 copies)
- _____ Water Usage Form (5 acre-ft)
- _____ Drainage study approval letter
- _____ Traffic study approval letter
- _____ Approved, conformed tentative map (if a condition-of-approval of the tentative map)
- _____ Planning Commission meeting minutes for applicable Planning/Zoning action approvals
- _____ Final map / Parcel map (1 copy)
- _____ Off-Site Improvements Phasing Plan (for multi-phased projects; 2 copies)
- _____ Receipt from Map submittal (if applicable)
- _____ Assessor's Parcel Map (1 copy)
- _____ Land Disturbance/Mitigation Fee Form

For Self-Certified projects, the following items are required:

- _____ Indemnification / Hold Harmless Letter
- _____ Owner/Developer Certification Agreement
- _____ Engineer of Record Statement
- _____ Self-Certification Program Civil Plan Checklist
- _____ Copy of Professional Liability Insurance Certificate (Engineering Firm)
- _____ Completed Grading Permit Application (including NDEP/NOI and BMP checklists)
- _____ (2) Wet Stamped Geotech Approval Letters
- _____ Three (3) Original Commercial Off-site Improvement Agreements and Surety
- _____ Self-Certification: Public Works Acceptance form

OUTSOURCED REVIEW PROCESS GUIDELINES:

Eligibility

To be eligible for the outsourced review process, the candidate project must be considered by the City to be relatively free of potentially complex technical issues (i.e., developments in excess of 40 acres, complex designs, significant drainage impacts, multi-jurisdictional review, etc.); the applicable traffic and drainage studies or updates must be approved; and all items listed above included in the submittal package.

Pre-Submittal Appointment

The stamping engineer must make an appointment to meet with the Land Development Project Leader to determine project eligibility for the outsourced review process. To schedule an appointment, please call the Development and Flood Control Division at 633-2312. Both the developer and the stamping engineer must attend all pre-submittal meetings. At the first meeting the Land Development Project Leader will review the items listed above in the *Submittal Package Check List*. (Do not bring checks as fee amounts will be reviewed at the meeting. Fees will be collected when submitting the entire package to the City for review.) The civil improvement plans will receive a cursory review for clarity and correct content. Design concepts specific to the project site should be discussed at this time. If it is determined that plans are eligible for the outsourced plan review process but are not complete, correct or clear enough to be accepted for review, the engineer will have the opportunity to correct the plans and schedule another pre-submittal meeting with the Land Development Project Leader. Provided the engineer is making progress, this process may be repeated as many times as necessary until the plans are determined to be acceptable for review.

Submittal of Plans

The full civil improvement plan package (all of the items listed above, including the plans from the pre-submittal meeting, and an additional eight **(8) sets of individually-rolled and stapled plans**; plans not individually-rolled and stapled will not be accepted for review) may be submitted after the Project Leader determines that the plans are acceptable for review.

The submittal must include the redlined plans from the pre-submittal appointment. The review period begins at 12:00 noon on Tuesdays or Thursdays after the plans have been accepted for review. Plans must be received by the City no later than 4:00 pm on Monday or Wednesday or they will be processed for the subsequent review deadline. Expedited review times are two weeks. For larger plan sets additional time may be needed to complete the review. This topic will be discussed at the pre-submittal meeting.

Returning Plans to the Engineer

Upon completion of the plan review, the Land Development Project Leader will contact the engineer to inform him that the review comments are ready for pick-up. At this time, a meeting may be scheduled to review any comments with the Land Development Project Leader.

Plan Approval

After the engineer has made the necessary corrections to the civil improvement plans and the developer has granted the appropriate Easements/Dedications, and any other required documents, the Project Leader can be contacted to schedule a meeting to discuss specific comments addressed by the engineer and to receive the mylars. If the Project Leader determines that all comments have been adequately addressed and all documents are in order, the mylars will be accepted by the Project Leader. The Bond & Fee Estimate will be reviewed/approved and then the mylars will be routed for final review and signatures. While the final review is being completed and signatures are being obtained, the Fee Summary Report will be completed and emailed to both the engineer and developer with notification of the balance of fees due and the approved bond amount. The Director’s signature will not be obtained until all fees have been paid, bond and agreements are in place, and for projects with associated mapping, the map must be in mylar form and ready for the City Engineer’s approval signature.

We choose to participate in the expedited plan review process. We understand that it is our responsibility to comply with all requirements.

Owner/Developer	Date	Engineer	Date
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- Owner/Developer wishes to be copied on all review correspondence.
- Owner/Developer or Engineer wishes to have access to online status check for