



EL DORADO COUNTY DEPARTMENT OF TRANSPORTATION

<https://www.eldoradocounty.ca.gov/Land-Use/Transportation>

SUBDIVISION IMPROVEMENT PLAN SUBMITTAL APPLICATION & CHECKLIST

TYPE OF PROJECT: SUBDIVISION IMPROVEMENT PLANS ROUGH GRADING
COMMERCIAL GRADING PLANS OFFSITE-GRADING APPLICATION
PARCEL MAP IMPROVEMENT PLANS OTHER _____

DATE INITIALLY SUBMITTED: _____ DATE 1st PLAN CHECK TO BE RETURNED _____

CONSULTANT PLEASE COMPLETE THE FOLLOWING:

(20 Working Days)

PROJECT NAME: _____ TM/PM NO. & PHASE: _____
OWNER NAME: _____ ASSESSOR PARCEL NO. _____
ADDRESS: _____ CONTACT PHONE: _____

OWNER/DEVELOPER CONTACT PERSON:

NAME: _____ EMAIL ADDRESS: _____
ADDRESS: _____ CONTACT PHONE: _____
DESIGN ENGINEER: _____ EMAIL ADDRESS: _____
DESIGN ENGINEER/PLS SIGNATURE: _____ PE/PLS NO. _____

1. Realistic and reasonable timelines will be developed and adhered to as follow:

- 1st plan review – twenty (20) working days for County to complete
- 2nd plan review – ten (10) working days for County to complete
- 3rd plan review – ten (10) working days for County to complete (*if necessary*)

2. Initial improvement plan reviews will be performed within seven (7) working days

3. Plans will be deemed **INCOMPLETE** until the following conditions are present:

- A. Plans are consistent with County's Improvement Standards (DISM 1990)
- B. Plans are consistent with County's Subdivision Improvement Plan Submittal Checklist
- C. Plans are in compliance with Technical Studies, as defined in each Department's submittal requirements
- D. Plans are in compliance with the Final Conditions of Approval

☐ **NOTICE: THE FINANCIALLY RESPONSIBLE PARTY (FRP) FORM HAS BEEN EXECUTED**

I HEREBY AFFIRM UNDER PENALTY OF PERJURY THAT I HAVE READ, ACKNOWLEDGED AND AGREE TO ALL CONDITIONS OF THIS APPLICATION AND CHECKLIST AND THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. *

* Applicant's Signature

Date

DEPARTMENT OF TRANSPORTATION

SUBDIVISION IMPROVEMENT PLAN SUBMITTAL APPLICATION & CHECKLIST

CD or Electronic Files shall include the plans and supporting documents in PDF format

3 (three) plan sets shall include the following (24"x36" ONLY):

REQUIRED SET QUANTITIES

Grading Plans Roadway plans, profiles and sight distance triangle profiles (1" = 40' scale)
 Erosion Control Plans
 Landscape & Entry Plans (if applicable)
 Retaining Wall Plans, Profiles & Cross Sections
 Right of Way Exhibit for existing rights of way
 Signing and Striping Plan
 Storm Drain Plans
 Conditions of Approval - **on plan**
 Agency Permits (USCOE, CDFW, WQCB) - **on plan**
 Traffic Control Plans (for existing roadways only)
 Traffic Signal Plans and Notes (if applicable)
 Utility Plans
 DOT Survey Bench Mark (obtain from DOT Survey) - **on plan**
 Basis of Bearing - **on plan**
 Tie to Record Monuments or NAD 83 coordinate - **on plan**
 Certificate of Monument Preservation

Subsequent submittals shall include the following:

- 3 (three) revised plans sets *
- 1 (one) each of the revised supporting documents*

*Only submit documents that have been revised.
 State that the supporting document(s) remain unchanged and provide the reference date and submittal number.

☐ 2 (two) additional plan sets required if EDC Maintained Roads or Signalized Intersections are affected

ADDITIONAL PLAN SETS

1 each of the following:

Assessor's Parcel Book Page(s)
 Final Map
 Permits from Other Agencies (USCOE, CDFW, WQCB, etc.)
 Reference Drawings of abutting/joining road & drainage improvements (*preferably reduced to 11"x17"*)
 Tentative Map CEQA status (with documentation)
 Title Report (only need if there is some question on easement/boundary)

Engineer's Estimate (sealed and signed)
 Drainage Study (sealed and signed)
 Soils Report, including pavement structural section design (sealed and signed)

Financially Responsible Party (FRP) Form
 Conditions of Approval
 Retaining wall structural calculations (sealed and signed)
 Specifications/Special Provisions (public bid only)
 Structural/Other Calculations (sealed and signed)
 Traffic Study (if applicable) (signed and sealed)

OPTIONAL SUPPORTING DOCUMENTS

OFFICE USE ONLY

- ☐ This plan submittal is INCOMPLETE, and is returned for correction of deficient items Staff _____ Date _____
- ☐ This plan submittal is **complete** and is accepted for the first plan check Staff _____ Date _____

MAP ACT 66456.2(a) Improvement Plans, time limits to act, extensions. "An improvement plan...shall be...acted on within 60 working days of its submittal, except that at least 15 working days shall be provided for processing any resubmitted improvement plan". The time limit on the processing of discretionary projects established by state law does not start until a project is deemed complete by the reviewing agency. Government Code 65943 gives the agency 30 calendar days from the date of application submittal to determine whether an application is complete or incomplete. If no written determination is made, the application will be deemed complete on the 30th day from receipt of the application. However, if the application is deemed incomplete, you will receive a copy of this checklist stating what is necessary to make the application complete.