

**CITY OF LAKE FOREST
PLAN CHECKING
GRADING PLAN SUBMITTAL**



STREET/LEGAL DESC.: _____
LOTS: _____
APPLICANT: _____
SUBMITTED BY: _____
COMPANY: _____
TELEPHONE: _____

IMPROVEMENT PLAN CHECK NO.: _____
PLAN NAME: _____
GRADING PERMIT NO.: _____
RECEIPT NO.: _____
RECEIVED BY: _____
DATE: _____

THE FOLLOWING ITEMS MUST ACCOMPANY EACH SUBMITTAL:

FIRST CHECK

- 3 sets of prints (24" X 36") and a .pdf copy
- 1 cost estimates for improvements
- 1 hard copy of hydrology/hydraulics and a .pdf copy
- 1 hard copy of geotechnical report and a .pdf copy
- 2 copies signed conditions of approval
- 1 copies WQMP and a .pdf copy
- \$2,500.00 initial plan check deposit for each submittal (Max of \$7,500.00)
- 2 copies of approval from other agencies (in the form of a letter, permit, or plan)

SUBSEQUENT CHECKS – IF NECESSARY

- 3 sets of prints (24" X 36")
- red-lined check print
- previous check correction memo
- 1 set revised documents/reports
- red-lined documents/reports
- required bonds and fee payment

FINAL SUBMITTAL FOR CITY APPROVAL

- approved plans on Mylar (all sheets stamped and signed by a Registered Civil Engineer)
- grading bond (based on approved cost estimate)
- inspection deposit
- insurance certificate and endorsement
- letter(s) of authorization
- encroachment permits (if applicable)
- copy of contractor's license
- approved WQMP

REQUIRED PLANS AFTER APPROVAL

- Original signed Mylars
 - 2 sets of prints
 - scanned copy of plans in PDF format
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REVISION SUBMITTAL

- Submit one print with revisions clearly indicated for City Engineer's review and fee determination
- Check print will be returned with any corrections or required changes
- Submit two revised prints for review along with any additional fees
- After revision has been approved, request original signed Mylar to add delta corrections on title sheet and insert revised sheets (revisions clouded) for City Engineer's signature (initials)