CHECKLIST FOR FIRST SUBMITTAL PACKAGES

THIS FORM MUST BE SUBMITTED WITH FIRST PLAN CHECK
(Submit All Applicable Items)

Development Case or Project Description: ________________________________

Project Location: _______________________________________________________

☐ Transmittal on Applicant Letterhead

☐ Grading Plans (3 sets)

☐ Public Landscape Improvement Plans (5 sets)

☐ Street Improvement Plans (4 sets)

☐ Storm Drain Improvement Plans (3 sets)

☐ Sewer Improvement Plans (3 sets)

☐ Traffic Impact Analysis – TIA (2 sets + 1 CD)
(With approved scoping agreement)

☐ The attached plans have been prepared and submitted in conformance with the
Grading Permit Application Checklist and/or Improvement Plan Checklists as
made available by the City of Riverside Public Works Department.

☐ Construction Bond Estimate
(Required for street, storm drain and sewer improvement plans)

☐ Plan Check Fee
(For landscaping, street, storm drain and sewer improvement plans, submit
base fee only per calculator on Construction Bond Estimate. For grading
plans, plan check fee is determined by volume-based fee schedule. WQMP
plan check fee is $1,484.28. TIA Scoping Agreement is $271.00. TIA plan
check fee is $1,288.20 for projects under 100 vehicle trips per peak hour and
$2,671.02 for projects over 100 vehicle trips per peak hour.)

☐ Final Project-Specific Water Quality Management Plan (WQMP) - (1 copy)
☐ Construction-Phase Erosion and Sediment Control Plans
☐ Preliminary Soils Report
☐ Street Cross-Sections
☐ Hydraulic and/or Hydrologic Maps and Calculations
☐ Record Map(s) and/or Approved Tentative Map(s)
☐ Documents Reflecting R/W Dedications and/or Lot Reconfigurations
☐ Preliminary Signal and/or Striping Plans
☐ Approved Conditions for the Related Development Case(s)
☐ All Adjacent and Reference Plans Utilized for Design and/or Noted on the Submittal Plans

The Public Works Department reserves the right to reject the submittal package without performing any plan checks if any of the required plans or information items are missing.

I, the undersigned engineer, do verify that all the items necessary for this project and as checked above are included in the attached submittal.

______________________________  ________________
Name (Printed)                     Date

______________________________
Signature

______________________________
Engineer Seal