



Public Works Department
 Land Development Section
 500 Castro Street
 Mountain View, CA 94041
 650-903-6311
public.works@mountainview.gov

IMPROVEMENT PLANS - SUBMITTAL CHECKLIST

Address: _____
 Project Description: _____

The plans submitted with this checklist have been checked for conformance with the items of this checklist.

Company: _____
 Contact Person: _____
 Telephone Number: _____
 Email Address: _____
 Date: _____

A complete submittal includes the following

I. Pre-Construction Submittals	Comments
1. One copy of the stamped and approved tentative map <input type="checkbox"/> OK <input type="checkbox"/> N/A	_____
2. Two copies of the Findings Report and Subdivision Conditions of Approval . The City Planning Division (650-903-6306) should be contacted to obtain the approved tentative map and the Findings Report (which includes the conditions of approval) and a copy of the Subdivision Conditions of Approval. Provide a letter showing how compliance was achieved on each item of the conditions and where it can be located on the plans. <input type="checkbox"/> OK <input type="checkbox"/> N/A	_____
3. This improvement plan submittal checklist <input type="checkbox"/> OK <input type="checkbox"/> N/A	_____
4. Two copies of the construction bond estimate. <input type="checkbox"/> OK <input type="checkbox"/> N/A	_____
5. The Improvement Plans, Plan Check Fee. See the current Schedule of Subdivision and Development Fees for formula. <input type="checkbox"/> OK <input type="checkbox"/> N/A	_____
6. Ten copies of the complete improvement plans, which include the following as required: (a) landscape and irrigation plans (the irrigation plan is not required until the submittal for the second plan check), (b) a separate, signing, striping and signals plan, (c) grading plan, (d) erosion control plan, (e) construction phasing plan, (f) traffic control plan, (g) cross sections, (h) joint trench plans with a separate street light conduit and wiring plan. <input type="checkbox"/> OK <input type="checkbox"/> N/A	_____

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|-----|--|-----------------------------|------------------------------|----------------|
| 7. | Two copies of the hydrology map | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | _____ |
| 8. | Two copies of the hydrology and hydraulic calculations, which have been signed and stamped by a registered civil engineer licensed in the State of California | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | _____
_____ |
| 9. | Two copies of the sanitary sewer map | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | _____ |
| 10. | Two copies of the sanitary sewer calculations | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | _____
_____ |
| 11. | Two copies of the soils and geotechnical report, signed and stamped by a professional engineer authorized to practice soils engineering in the State of California | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | _____
_____ |
| 12. | Three copies of the Traffic Study, which have been signed and stamped by a registered civil engineer licensed in the State of California | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | _____ |
| 13. | Three copies of the sight distance calculations, which have been signed and stamped by a registered civil engineer licensed in the State of California. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | _____ |
| 14. | Two copies of the Arborist's Report | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | _____ |
| 15. | Two copies of structural calculations for sound walls and retaining walls stamped and signed by a registered civil engineer licensed in the State of California. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | _____
_____ |
| 16. | Two copies of calculations for design of gutters, storm drains, and drainage reservoirs | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | _____ |
| 17. | Two copies of current Grant Deed and Title Report | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | _____ |
| 18. | Two copies of Traverse Closure Calculations | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | _____ |
| 19. | Construction cost estimates indicating the quantities of street and utility improvements | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | _____
_____ |
| 20. | Copies of permits required from other agencies (Fish & Game, Caltrans, Army Corps of Engineers, Flood Control, etc.) | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | _____ |
| 21. | Right of entry for review of all off-tract work | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | _____ |