

City of San Clemente Engineering Division

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ENGINEERING DIVISION PLAN CHECK SUBMITTAL REQUIREMENT CHECKLIST-MULTI-FAMILY & COMMERCIAL DEVELOPMENT

To ensure timely processing, applicants should check their submittal packages for completeness and compliance to the following checklist. City staff will inventory these items upon submittal and mark either N/A or T.B.D. for any items not submitted.

Fee schedules and current versions of the required forms are located on the Engineering page of the City's website at www.san-clemente.org

A Grading Permit application package for first submittal shall consist of the following items and forms in order to be considered complete, unless otherwise specified by the City Engineer:

•	This Submittal Checklist.	(staff use)
•	Completed and signed City Engineering Plan Check Application form.	
•	<u>Four</u> copies of Coastal Development Permit or Certificate of Exemption from Ca Coastal Commission, if applicable.	lifornia
•	<u>Three</u> copies of any City Conditions of Approval for the project, if applicable.	
•	<u>Six</u> sets of the wet signed & stamped grading plans prepared in accordance with the standards and requirements.	he City's
•	<u>Six</u> sets of wet signed & stamped retaining wall plans with design calculations for retaining walls associated with the site grading plan. (These can be directly attac Grading Plans and may be engineered by a separate Engineer-of-Record than the Plan Engineer-of-Record.)	hed to the
•	 <u>Two</u> copies of the Engineer's Cost & Earthwork Quantity Estimates. The cost estincted the following subsections with subtotals for each portion: 1. Grading Quantities. 2. Appurtenant Structures including but not limited to- site retaining walls, of facilities, driveways, street improvements, sidewalks, curb & gutters, util connections, erosion control, etc. 	drainage

•	<u>Four</u> copies each of the site-specific soils & geology reports prepared by an geote engineering firm including a written review of the most recent grading plan. The shall all be wet-signed & stamped by a Civil (or Geotechnical) Engineer and an E Geologist registered in the State of California.	se reports
•	<u>Six</u> copies of wet signed & stamped shoring plans with design calculations, if app	licable.
•	Four copies of wet signed & stamped Hydrology and Hydraulic calculations, as oby the City Engineer.	letermined
•	<u>Six</u> sets of wet signed & stamped Erosion Control Plans for all grading.	
•	<u>Two</u> copies of 'Water Quality Management Plan Application Checklist'. See the website for more information @ <u>www.san-clemente.org/sc/standard.aspx?pageeic</u>	•
•	<u>Two</u> copies of wet signed & stamped Water Quality Management Plans (WQMP) determined to be 'significant development' or 'priority project' per the 'WQMP A Checklist' as required above.	
•	<u>Two</u> copies of wet signed & stamped Storm Water Pollution Prevention Plan (SW grading project which will disturb one or more acre.	PPP) for all
•	<u>One</u> original and <u>one</u> copy of a Notarized letter of permission from any adjacent powners granting permission for any grading activities or encroachments onto adjacent properties.	
•	Payment of plan check fees.	

Note- For Grading Plan Plancheck, please ensure that items listed above are submitted directly to the Engineering Department counter. Grading Plans submitted with Architectural (or other) Plans through the Building Department Plancheck will <u>not</u> be routed to Engineering for review. Any Grading Plans attached to Architectural Plans are treated as 'Reference Copies Only' for the Building Department reviewer.