

RESIDENTIAL OFF-SITE SUBMITTAL APPLICATION

Page 1 of 2

TYPE OR PRINT LEGIBLY – SHOW ALL INFORMATION – use additional page if more space is required.

S T A T E M E N T	Project Billing Information	
	The information provided in this form shall serve to notify the City of Sacramento that I/we am/are the legal owner(s) of the property listed below and hereby authorize the project below:	
	Project Name: _____	
	Project Location: _____	
	I agree to take full financial responsibility for all costs accrued by the City for the overall daily management of my project, which ensures that all ordinances, standards, and permits are enforced. This may include and is not limited to: plan review and revisions, traffic control plans, SWPPP inspections, construction inspections, encroachment permits, traffic studies, call routes, monument verification inspections, and administrative support.	
I am aware that if I receive an invoice for my account, I will pay unpaid balance. All payments are due upon receipt. If I feel that I have been invoiced in error, I will contact the City within 45 days. I understand that if I do not contact the City within 45 days, all charges are my financial responsibility. The City reserves the right to stop their work and my work on this project for unpaid balances and all charges must be paid prior to project approval. If I sell this property, I will disclose the terms of this statement and provide the City with new billing information. If I fail to do this, I will continue to be financially responsible for all costs related to this project. Any excess plan check and inspection fees will be refunded to me after completion of this project.		
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> _____ _____ _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Owner's Signature Owner's Name Date </div>		

O W N E R I N F O	NAME OF LEGAL OWNER(S) (AS APPEARS IN TITLE REPORT)		
	MAILING ADDRESS, CITY, STATE, ZIP		
	PHONE	FAX	E-MAIL
	NAME OF CONTACT PERSON	PHONE	E-MAIL

C O N T A C T	NAME OF CONSULTING FIRM		OWNER	CONTRACTOR	ENGINEER	ARCHITECT
	MAILING ADDRESS, CITY, STATE, ZIP					
	PHONE	FAX	E-MAIL			
	NAME OF CONTACT PERSON		NAME OF PROJECT ENGINEER		ENGINEER LICENSE NO.	

SUBMITTAL INFORMATION (OFFICE USE ONLY)		
RPC	eCaps	Project Manager

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Included (items required for 1st submittal are identified in bold)

SUBMITTAL CHECKLIST

Date of Submittal _____

OWNER OR ENGINEER MUST INITIAL SUBMITTED ITEMS BELOW

OWNER/ ENGINEER	CITY STAFF
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- | | | |
|-------|-------|---|
| _____ | _____ | 1) Plan Check Fee with Engineer's Estimate (as calculated on the City's webpage) \$ _____
http://portal.cityofsacramento.org/Public-Works/Engineering-Services/Permits/Plan-Check/Fee-Deposit-Calculator |
| _____ | _____ | 2) Application Form |
| _____ | _____ | 3) 6 sets of the <u>Approved & Signed</u> Conditions and Mitigation Monitoring Plan |
| _____ | _____ | 4) 5 Sets of Improvement Plans, (6 if Landscaping and/or Traffic Signal plans are included) |
| _____ | _____ | 5) Pdf of plans in CD or flash drive compatible with Adobe Acrobat X(10) Professional. Pdf's shall be a first generation vector based file (direct conversion from Autocad, ArchiCAD, MS Word, etc.) |
| _____ | _____ | 6) A copy of the <u>approved</u> tentative map (For the first plan submittal within a Tentative Map area only) (Not required if the conditions do not call for a map to be recorded)
Exception: If the project is in concurrent processing, the <u>draft conditions and signed concurrent processing form</u> will need to be submitted. |
| _____ | _____ | 7) A Soils Report, with R values (see Design & Procedures Manual Section 15 for testing requirements) |
| _____ | _____ | 8) Seepage Study included with soils report (if required) |
| _____ | _____ | 9) Copies of Signed Utility Letters |
| _____ | _____ | 10) Drainage Study, Sewer Study, and Water Study (for the first plan submittal within a Tentative Map area only) |
| _____ | _____ | 11) Street Name Approval request form with 8 1/2 x 11 map (for the first plan submittal within a Tentative Map area only) |
| _____ | _____ | 12) Plans for completeness including: R-values, TIs, and that you have all the sheets listed in the plan index, Electrical and striping plans, if applicable |

INCOMPLETE SUBMITTAL (OFFICE USE ONLY)

Your Off-site Submittal Package has been returned because the following items are missing:

Please resubmit your package with these items included.