

COMMERCIAL OFFSITE SUBMITTAL CHECK LIST

City of Sacramento

Development Services Department

Development Engineering

New City Hall, 915 I Street, 3rd Floor, Sacramento, CA 95814

Consultant:

Project Name:

Submittal Date:

Name:

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

- * **1) Plan Check Fee with Engineer's Estimate** (as calculated on the City's webpage at <http://www.cityofsacramento.org/dsd/development-engineering/forms/fee-calc/>)
- * **2) Name, Address, Phone #, and E-mail Address of the Owner and Engineering Consultant is provided on the transmittal**
- * **3) 6 sets of the Approved & Signed Conditions and Mitigation Monitoring Plan**. (Signed conditions can be downloaded from the following link: <http://www.cityofsacramento.org/dsd/council/commissions/planning/2007/>)

Exceptions:

- If the project is by-right, a planning referral sheet stating that the project is by-right will need to be submitted

- If the project is in concurrent processing, the draft conditions and signed concurrent processing form will need to be submitted.

- * **4) 9 Sets of Improvement Plans, (11 if Landscaping is included)**
 - 5) Seepage Study included with soils report if required
 - 6) Electrical plans (if required)
 - 7) Intersection Improvement Report for all intersections where signal modifications are proposed (See attachment)
 - 8) A Soils Report, with R values
 - 9) Plans for completeness including: R-values, TI's, and that you have all the sheets listed in the plan index, Electrical and striping plans if applicable
 - 10) Planning Referral Sheet

Your Offsite Submittal Package has been returned because the following items are missing:

Please resubmit your package with these items included.