

RESIDENTIAL 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/>)

Exception:

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

- * **4) 7 Sets of Improvement Plans, (10 if Landscaping is included)**
- * **5) A copy of the approved 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)
- 6) A Soils Report, with R values (see Design & Procedures Manual Section 15 for testing requirements)
- 7. Seepage Study included with soils report (if required)
- 8. Copies of Signed Utility Letters.
- 9. Drainage Study, Sewer Study, and Water Study. (for the first plan submittal within a Tentative Map area only)
- 10. Street Name Approval request form with 8 1/2 x 11 map. (for the first plan submittal within a Tentative Map area only)
- 11. An overall electrical plan for the whole Tentative Map area. (For the first plan submittal within a Tentative Map area only)
- 12. Check 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.

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

Please resubmit your package with these items included.