

### Civil Improvement Plans Submittal Checklist

1. Plan title is to be on plan at submittal:
  - a. Name of project.
  - b. Address of Parcel (Addresses are issued by Marilyn Phelps at 851-8719.)
2. Provide four complete plan sets for City review (subsequent submittals after the first review will be determined, if submitting hard copies). Electronic submittal does not require a hard copy submittal to City Public Works. For electronic submittals, background documents may be submitted as attachments to the electronic submittal. Contact outside agencies for their submittal requirements.
3. Provide separate submittal (6 sets) to County of Sacramento for utility plan review along with (number of plans required is dependent on the submittal. Contact the County for determination)
  - a. Two copies of COA's.
  - b. One copy of initial utility letter.
  - c. One copy of on-site and off-site drainage shed maps.
  - d. \$750 submittal fee to County of Sacramento. Submit to Development & Surveyor Services Division, 827 "7<sup>th</sup>" Street, window 13, Sacramento, CA 95814, (916) 874-6873.
4. Two copies to Sacramento Metro Fire District (located in City Hall). Contact Fire District for submittal process and fee.
5. If within Cordova Recreation Park District, submit 2 plan sets to CRPD (subdivisions only).
6. Two copies of street light voltage calculation (If new street lights or electrical work is included).
7. Two copies of Soils Report, Tentative Map (if applicable) and all Conditions of Approval of rezones, use permits, variances etc. for site development as proposed.
8. A copy of each initial Utility Transmittal Letter to a utility servicing site; i.e., gas, electricity, water, telephone, cable, etc. (verifying plan submittal has been made). (A utility provided by the County of Sacramento does not require letters; i.e., storm drainage, sanitary sewer, zone 40 water supply & etc).
9. If this is a subdivision, two copies of the Street Light Plan sheets required for street block signs.
10. A minimum deposit of \$2000 to City of Rancho Cordova to open the account.
11. Applicant shall sign and submit the Planning & Public Works Deposit Replenishment Policy letter.
12. Name, address, and telephone number of the Owner/Developer:

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_