



# IMPROVEMENT PLAN SUBMITTAL REQUIREMENTS

Engineering  
Department  
1887 Howard  
Street  
Anderson, CA

The following documents are required by the Engineering Division for improvement plan submittals. Plans shall include grading, storm drains, landscaping, streets, sewer, water, electric, traffic signals, and related facilities. **Incomplete submittals will be returned unchecked with a request for additional information.**

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed <b>Grading Permit Application</b> form.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's estimate (showing all work required on project).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan check deposit (1.5% of engineer's estimate) for Subdivision Maps and Improvement Plans. (Final Fee will be actual cost to the City of Anderson)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan check deposit (2.0% of engineer's estimate) for Subdivision Public Improvement Plans. (Final Fee will be actual cost to the City of Anderson)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan check deposit per Engineering Fee Schedule for Private Development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Flow Calculations. (Anderson Fire District)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage Report and/or structural calculations (2 sets) prepared by a civil engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soils Report. <i><b>Note:</b> All recommendations included in the Soils Report shall be incorporated into the grading plans and specifications.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three (3) complete sets of plans (24" x 36") prepared by a registered civil engineer licensed by the State of California.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One copy of the final map.

**Plans shall contain the following information:**

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The scale of the plans shall not be more than one inch equaling fifty feet, nor less than one inch equaling twenty feet. The scale of details or sections shall be shown on each sheet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A vicinity sketch adequately indicating the site location.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property lines, dimensions and bearings of the property on which the work is to be performed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title block in lower right hand corner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A signature block for: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;">                     City Engineer                      PG&amp;E (electric)                      City Fire Marshal                 </div> <div style="width: 30%;">                     PG&amp; E (Gas)                      Pacific Bell                      CA T.V.                 </div> <div style="width: 30%;">                     Shasta Mosquito Abatement                      U.S. Post Office                      A.C.I.D. (If Applicable)                 </div> </div>

- Legend of symbols conforming to the City's *Construction Standards*.
- Permanent benchmark information.
- Signing and striping plan (on a separate sheet from other improvements).
- A north arrow shall be shown on each sheet where applicable.
- Plans shall be laid out to orient north to the top or right edge of the sheet.
- All hand lettering shall be 1/8<sup>th</sup> inch minimum; computer generated lettering shall be 1/10<sup>th</sup> inch minimum.
- If the plans include multiple sheets, a cover sheet shall be included **showing the streets, lots, unit designations, index, and vicinity map.**
- Plans shall show complete plans, profiles, and details for all required improvements to be constructed, both public and private, including common areas. Street names must be shown.
- Reference shall be made to City *Construction Standards* or State standard plans in lieu of duplicating the drawings.
- All calculations shall be legible, systematic, and signed and dated by a registered civil engineer licensed by the State and in a form approved by the City Engineer.
- Items shown on the grading permit submittal sheet.
- Location of any existing buildings, structures, easements, utilities, and drainage channels on the property where the work is to be performed.
- Contours showing the topography of the existing ground.
- Detailed plans of all drainage devices, walls, cribbing, dams, or other protective devices to be constructed in connection with or as part of the proposed work, together with a map showing the drainage area and calculated runoff of the area served by the drains, sub-drain location, and approximate length.
- Any additional plans, drawings, calculations, or title reports that the Director of Public Works may require because of special characteristics found to exist upon the site.
- Final erosion control plan.
- Electric Plan.

\_\_\_\_\_ Sets of Plans for second or subsequent checks.

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Signature

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Date