

**CITY OF OCEANSIDE**  
**ENGINEERING DIVISION**  
**FIRST SUBMITTAL CHECKLIST**  
**GRADING AND EROSION CONTROL PLAN SUBMITTAL**

Date Submitted \_\_\_\_\_ Received By \_\_\_\_\_

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

Engineer of Work (EOW): \_\_\_\_\_ Telephone: \_\_\_\_\_

**A. THE FOLLOWING ITEMS MUST BE SUBMITTED FOR INITIAL PLANCHECK:**

Engineer of Work will mark items not required with N/A. Please include Project Name, File and Plan Number on all reports and submitted documents.

**NOTE: INCOMPLETE SUBMITTALS WILL BE RETURNED UNCHECKED.**

- ☐ 1. **One (1)** copy of Transmittal letter listing all items being submitted.
- ☐ 2. **One (1)** copies of Environmental Clearance or completed E.I.R. form, Part 1 for minor grading permits only (for projects not reviewed by planning).
- ☐ 3. **Eight (8) sets** of prints of the Grading Plans and **Two (2) sets** of the Erosion Control plans folded into 9" x 12". Please fold each set in accordion way so the title block is shown on top.
- ☐ 4. **Two (2)** bound sets of the Hydrology and Hydraulics Report, Signed and Sealed by Engineer of Work
- ☐ 5. **Two (2)** bound sets of the Soils Report signed and sealed by Soils Engineer
- ☐ 6. **Two (2)** copies of dated, signed and sealed Engineer's Cost Estimate for bonds
- ☐ 7. **One (1)** copy of the Preliminary Title Report issued within 3 months of submittal
- ☐ 8. One (1) copy of all projects signed and approved Conditions of Approval, if applicable
- ☐ 9. One (1) set of copy of approved Site Plan or Tentative Map from Planning (if applicable)
- ☐ 10. One (1) copy of the Coastal Development Permit Conditions if issued by California Coastal District, (if applicable)
- ☐ 11. Plan check fee (see fee schedule).
- ☐ 12. Concurrent submittal as applicable: Final/Parcel Map, Improvement Plans, Encroachment Removal Agreement (ERA), Grant of Easement/Right-of-way Documents, Temporary Construction Easement for Off-Site Grading.
- ☐ 13. One (1) copy of the approved Storm Water Management Plan (SWMP), (if applicable)
- ☐ 14. Two (2) copies of Runoff Assessment Report (RAR), (if applicable). If RAR, disregard No. 15 & 16.
- ☐ 15. Two (2) copies of the Storm Water Operations and Maintenance Plan (O&M) and Two (2) copies of Storm Water Facilities Maintenance Agreement (SWFMA), with required attachments as listed in O&M and SWMP guidelines and letter of credit (if applicable)
- ☐ 16. One (1) copy of the receipt of Notice of Intent (NOI) confirming the approval of the Storm Water Pollution Prevention Plan (SWPPP) if applicable.
- ☐ 17. Additional Items Submitted \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**SEE REVERSE SIDE**

## ADDITIONAL / FINAL SUBMITTAL CHECKLIST GRADING AND EROSION CONTROL PLAN SUBMITTAL

Project File No. \_\_\_\_\_

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

Drawing No. \_\_\_\_\_

Project Engineer/Plan-Checker: \_\_\_\_\_

**B. THE FOLLOWING ITEMS MUST BE INCLUDED IN EACH RESUBMITTAL AS APPLICABLE PER PLAN CHECKER'S REQUEST:**

Engineer of work will mark items not required with N/A. Please include Project Name, File and Plan Number on all reports and submitted documents.

- ☐ 1. Transmittal letter from the Engineer/Surveyor of Work listing all the items being submitted
- ☐ 2. Copy of previous transmittal letter from the Plan-checker, comments from all departments and check prints (red marked) of plans, reports, calculations and cost estimates
- ☐ 3. \_\_\_\_\_ sets (per plan checker's request ) of the corrected Grading Plans folded into 9" x 12". Please fold each set in accordion way so the title block is shown on top.
- ☐ 4. Two (2) sets of the corrected Erosion Control Plans folded to 9" x 12". Please fold each set in accordion way so the title block is shown on top.
- ☐ 5. Two (2) bound sets of the Drainage Report corrected as necessary, dated, signed and sealed by the Engineer of Work
- ☐ 6. Two (2) bound sets of the corrected Soils Report corrected as necessary, dated, signed and sealed by the Soils Engineer
- ☐ 7. Two (2) sets of the Engineer's Cost estimate corrected as necessary, dated, sealed and signed by the Engineer of Work
- ☐ 8. Concurrent re-submittal as applicable: Final/Parcel Map, Improvement Plans, Easement documents, etc, corrected as necessary
- ☐ 9. Two (2) bound copies of corrected Storm Water Operations and Maintenance Plan (O&M), dated and wet signed and Two(2) sets of Storm Water Facility Maintenance Agreement (SWFMA) or Runoff Assessment Report (RAR), (as applicable)

**C. THE FINAL COPY OF THE FOLLOWING ITEMS MUST BE SUBMITTED AND APPROVED PRIOR TO CITY ENGINEER APPROVAL OF THE GRADING AND EROSION CONTROL PLANS:**

- ☐ 1. **Three (3)** copies, [ two (2) bound copies and one (1) unbound for recordation ] of the Storm Water Operations and Maintenance Plan (O&M), City approved and wet signed original (if applicable)
- ☐ 2. **One (1)** original final copy of Storm Water Facility Maintenance Agreement (SWFMA) signed and notarized with required attachments as listed in O&M and SWMP guidelines and letter of credit (if applicable)

**D. FINAL SUBMITTAL ( PER PLANCHECKER'S REQUEST FOR MYLAR )**

**NOTE:** Mylars will not be accepted until all fees have been paid and required securities have been posted.

- ☐ 1. Transmittal letter from the Engineer of Work listing all the items being submitted
- ☐ 3. Copy of previous plan checker's transmittal, comments, check prints of plans
- ☐ 4. 2 sets of the corrected blue-lines of the Grading and Erosion Control Plans
- ☐ 5. One (1) copy of completed Land Development Permit, signed by owner
- ☐ 6. Proof of approval of securities and agreements, and verification of payment of balance of fees
- ☐ 7. Original Mylars or Photo Mylars of the Grading and Erosion plans, sealed and signed by the Engineer of Work and other required signatures per the Plan-checker's request

**E. CONSTRUCTION CHANGES:**

- a. Two (2) sets of blue lines from signed and approved set of plans with construction changes marked in red
- b. A \$20.00 reproduction fee due for each sheet affected by construction change.
- c. Mylars will be requested when all plans and reports have been approved and all fees are paid.

**F. AS-BUILT:**

- a. Two (2) sets of blue lines labeled as-built (from signed and approved set of plans)
- b. Mylars will be requested when all plans and reports have been approved and all fees are paid.
- c. Copy of digital files on CD per City of Oceanside GIS standard (Zone VI, NAD 83)

**SUBMITTAL COMPLETE: YES \_\_\_ NO \_\_\_ RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_**