



# CITY OF MANTECA

COMMUNITY DEVELOPMENT DEPARTMENT - ENGINEERING

March 26, 2018

To: Submitters of Improvement Plans  
From: Kevin Jorgensen II, City Engineer  
Re: Improvement Plan Submittal Checklist

Effective immediately, Improvement Plan submittals shall be in accordance with the below Improvement Plan Submittal Checklist. All applicable items listed below must be included for a submittal to be considered complete. Incomplete submittals will not be accepted.

## First Submittal

- Civil Improvement Plans – four (4) copies
  - Civil Plans – per City Standard E-1 with the addition of plan sheet(s) showing the Photometric Plan with the foot candle spread shown, in accordance with the latest version of the Illuminating Engineering Society Roadway Lighting Standards
  - South San Joaquin Irrigation District Plans
  - Boundary and/or Retaining Wall Plans, including location map and structural calculations signed by designing engineer
  - Plans and details for any other non-standard project specific elements such as traffic signals, overhead pedestrian crossings, roundabouts etc.
- Landscape/Streetscape/Park Plans – submittal requirements per *Parks and Recreation Standards and Specifications for Landscape Development*
  - Irrigation Well Plans, including electrical
- Supporting Documents
  - 8.5" x 11" Vicinity Map, including a view of project location in the City and, for subdivision projects, a view zoomed in to the individual lot level
  - Fire Hydrant Exhibit –minimum 11" x 17" sheet showing hydrant locations and distances between them; one sheet for the entire development
  - Storm Drain System Calculations – Basin, Conveyance System and Pump Station
  - Sanitary Sewer System – Conveyance System and Pump Station, if applicable
  - Geotechnical Report, including Street Structural Section Calculations and Depth to Groundwater
  - Completed Project Stormwater Plan and supporting documentation, as required by the City's 2015 Post-Construction Manual, if applicable
- Electronic Submittal of all documents (CD, USB Drive and Internet links are acceptable)
- Plan Check Deposit: \$5,000 + \$500/acre (this deposit will be credited towards the final Plan Check and Inspection Fee)

**Subsequent Submittals**

- Civil Improvement Plans – four (4) copies
- Landscape/Streetscape/Park Plans – submittal requirements per *Parks and Recreation Standards and Specifications for Landscape Development*
- Resubmittal of any revised supporting documents
- Letter or spreadsheet with a response to all comments and identification of changes made that were not in response to comments
- Engineer's Cost Estimate
- Project Bid Sheets, if requested
- Electronic Submittal of all documents (CD, USB Drive and Internet links are acceptable)
- Remainder of Plan Check and Inspection fee, if fee request was sent with comments to the previous submittal

**Final Submittal**

- Civil Improvement Plans – one (1) signed original set on mylar or vellum
- Landscape/Streetscape/Park Plans – submittal requirements per *Parks and Recreation Standards and Specifications for Landscape Development*
- Resubmittal of any revised supporting documents
- Project Stormwater Plan – contained in a binder or folder with no loose pages, wet signed owner certification and Operations and Maintenance Manual
- Letter or spreadsheet with a response to all comments and identification of changes made that were not in response to comments
- AutoCAD file of utilities and roadway and median layouts
- Engineer's Cost Estimate
- Project Bid Sheet, if requested
- Electronic Submittal of all documents (CD, USB Drive and Internet links are acceptable)
- Remainder of Plan Check and Inspection fee, if fee request was sent with comments to the previous submittal

Please contact the Community Development Department – Engineering Division at 209-456-8500 with any questions.