

**ENGINEERING SERVICES**

**Improvement Plan**

**Initial Submittal Checklist**

Project Name: Date:

All items on this checklist and all drawings required for the project (except Landscape plan, which shall be submitted by the 2nd project submittal) must be included in the initial submittal for a complete submittal. Incomplete submittals will be rejected or not processed by the City. If the applicant deems an item to be not applicable to the proposed project, it shall be marked as “Not Applicable” with an explanation. **An appointment is required for all initial submittals.** Please contact Engineering Services at (760) 839-4651 or at [engineeringservices@escondido.org](mailto:engineeringservices@escondido.org).

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| --- | --- | --- | --- | --- |
|  | | | | Official Use Only |
| Not Applicable | Included | Item Description | Explanation |  |
|  |  | **Administrative Items** |  |  |
|  |  | Copy of this City Transmittal |  |  |
|  |  | Transmittal letter from the Engineer or Surveyor |  |  |
|  |  | One (1) hard copy of the Preliminary Title Report (issued within six months of submittal) submitted to the Engineering Services counter & pdf uploaded through the portal |  |  |
|  |  | Two (2) sets of the Plat & Legal, along with the traverse calculations, for any easements and dedications and pdf uploaded through the portal |  |  |
|  |  | One (1) hard copy of the Planning approved Plot Plan, Substantial Conformance, or Certified Tentative Map (Not required for single lot grading plan) and pdf uploaded through the portal |  |  |
|  |  | One (1) hard copy of the Engineering Conditions of Approval and pdf uploaded through the portal |  |  |
|  |  | **Reports** |  |  |
|  |  | One (1) bound Drainage Report, signed and sealed by the Engineer or Surveyor (No binders) and pdf uploaded through the portal |  |  |
|  |  | One (1) bound Soils Report, signed and sealed by the Engineer or Surveyor (No binders) and pdf uploaded through the portal |  |  |
|  |  | Two (2) sets of bound Storm Water Quality Management Plan (SWQMP) for all priority projects, signed and sealed by the Engineer or Surveyor (No binders) and pdf uploaded through the portal |  |  |
|  |  | **Plans** |  |  |
|  |  | Two (2) sets of the Improvement Plans, folded to 9”x12” submitted to the Engineering Services counter and pdf uploaded through the portal |  |  |
|  |  | PDF of all plans and documents listed on this transmittal submitted through the City’s portal |  |  |
|  |  | Reference Improvement Plans for adjoining construction uploaded to the City’s portal |  |  |
|  |  | **Fees** |  |  |
|  |  | One (1) hard copy of the Engineer’s Cost Estimate. Must use City’s format which can be found at [https://www.escondido.org/land-development](https://www.escondido.org/Data/Sites/1/media/Engineering/FY20.21/FY20.21CopyofEngineersEstimateofCost2020.xls) and pdf uploaded through the portal |  |  |
|  |  | Engineering Improvement Plan Review Fee (from Engineer’s Cost Estimate) |  |  |

\*See Engineering’s fee schedule for current fees[: https://www.escondido.org/land-development.aspx](https://www.escondido.org/Data/Sites/1/media/Engineering/LandDevelopment/FinalFY20.21EngineeringFeeScheduleR2020-29R2003.doc)