



Public Works Department
 Land Development Section
 500 Castro Street, P.O. Box 7540
 Mountain View, CA 94039-7540
 650-903-6311 | MountainView.gov

IMPROVEMENT PLANS - SUBMITTAL CHECKLIST

Project Address: _____

Project Description: _____

TO BE COMPELTED BY THE REGISTERED CIVIL ENGINEER (RCE) PREPARING THE IMPRVOEMENT PLANS

The offsite improvement plans submitted with this checklist have been checked for conformance with the checklist items.

Contact Person: _____

Company or Organization: _____

Contact Telephone: _____

Contact Email Address: _____

RCE Name: _____

RCE Number: _____

RCE Signature: _____

Developer/Owner Contact: _____

Company or Organization: _____

Developer/Owner Telephone: _____

Developer/Owner Email: _____

A complete submittal to the ePermitsMV system includes the following:

I. Initial Plan Check Submittals	Comply	Not Applicable
1. The Findings Report and Conditions of Approval . Both documents can be obtained from the City Planning Division (650-903-6306 or planning.division@mountainview.gov). Provide a separate letter showing how compliance was achieved on each item of the Public Works conditions and where it can be located on the plans or identify the applicable document(s).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A
2. Stamped and approved tentative map by City Council	<input type="checkbox"/> OK	<input type="checkbox"/> N/A
3. This completed improvement plan submittal checklist	<input type="checkbox"/> OK	<input type="checkbox"/> N/A
4. Construction cost estimate of the offsite improvements	<input type="checkbox"/> OK	<input type="checkbox"/> N/A
5. Preliminary Plan Check Fee. Complete "Section III.A Improvement Plans Plan Check and Construction Inspection Fees" of the PW Fee Schedule	<input type="checkbox"/> OK	<input type="checkbox"/> N/A
6. Pothole data incorporated in the design plans showing the depths and locations of existing subsurface utilities where improvements are proposed	<input type="checkbox"/> OK	<input type="checkbox"/> N/A

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| 7. | Complete improvement plans, which include the following as required:
(a) existing conditions/demolition plan
(b) grading plan
(c) utility plan including cathodic protection, if required
(d) erosion control plan
(e) street and utility cross-sections
(f) signing and striping plan
(g) traffic signal plan, if required
(h) construction management plan, if required
(i) traffic control plan
(j) landscape and irrigation plans (the irrigation plan is not required until the submittal for the second plan check)
(k) joint trench plans with a separate street light conduit and wiring plan.
Refer to the "Improvement Plans Plan Review Checklist" for the required plan sheet content | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 8. | Soils and geotechnical report signed and stamped by a professional engineer authorized to practice soils engineering in the State of California | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 9. | Current Grant Deed or Title Report covering all properties. Must be dated within the last six months. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 10. | All copies of the easements, agreements, and documents noted within the title report | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 11. | Signature Authority documents (i.e. Resolution, Operating Agreement, etc.) | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 12. | Developer's/Owner's insurance certificate and endorsements | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |

II. Additional items if required by the project Conditions of Approval	Comply	Not Applicable
13. Separate Instrument of Dedication: (a) Plat map (b) Legal Description (c) Closure calculations	<input type="checkbox"/> OK	<input type="checkbox"/> N/A
14. Easement Vacation documents to record: (a) Plat map (b) Legal Description (c) Closure calculations	<input type="checkbox"/> OK	<input type="checkbox"/> N/A
15. Lot Line Adjustment documents including: (a) Plat map (b) Legal Description (c) Closure calculations	<input type="checkbox"/> OK	<input type="checkbox"/> N/A
16. Parcel or Final map for subdivision, refer to the "Map Submittal Checklist" for submittal requirements	<input type="checkbox"/> OK	<input type="checkbox"/> N/A
17. Photometric Analysis	<input type="checkbox"/> OK	<input type="checkbox"/> N/A
18. Recycled water plans and documents	<input type="checkbox"/> OK	<input type="checkbox"/> N/A
19. Video inspection with City Wastewater staff of the existing sanitary lateral if the lateral is proposed to be reused.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A
20. Copy of permit applications as required to other agencies (Fish & Game, Caltrans, Army Corps of Engineers, Flood Control, etc.)	<input type="checkbox"/> OK	<input type="checkbox"/> N/A
21. Cal Water will-serve or relinquishment letter	<input type="checkbox"/> OK	<input type="checkbox"/> N/A
22. Arborist's Report	<input type="checkbox"/> OK	<input type="checkbox"/> N/A
23. On-site Private Common Improvement Plans (incorporated into the improvement plans)	<input type="checkbox"/> OK	<input type="checkbox"/> N/A

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| 24. Draft CC&Rs (with the sections required by Public Works highlighted and tagged) and appropriate fees to the Project Planner for review and coordination with the City Attorney's Office. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 25. Structural calculations for sound walls and retaining walls stamped and signed by a registered civil engineer licensed in the State of California. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 26. Shoring Plans with tie-backs in the public right-of-way included with the Building Plan submittal showing the following:
(a) Horizontal and vertical extent of the proposed shoring encroachment in the public street
(b) Plan and profile views of the public street showing clearances of existing utilities and proposed encroachment of shoring tiebacks, soil nails, piles, etc. A 36" minimum vertical clearance is required at crossings with City mains.
(c) Pothole locations on the plans and profile views verifying the utility information.
(d) Information and any necessary details regarding the abandonment of the tie-back system after construction | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 27. Any other plans or documents outlined in the Conditions of Approval | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |