

**CITY OF ALISO VIEJO  
GRADING AND STREET IMPROVEMENT  
PLAN SUBMITTAL SHEET**

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

Project Number: \_\_\_\_\_ Project Address: \_\_\_\_\_, Aliso Viejo, CA 92656

Engineer (Contact, Company): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**THE FOLLOWING ITEMS ARE REQUIRED FOR COMPLETE SUBMITTAL**

**PLANCHECK**

**1<sup>ST</sup> SUBMITTAL**

- 3 Sets of Plans
- 1 Cost Estimate
- 1 Certified Copy of 'Conditions of Approval'
- 1 Environmental / Zone Clearance from Planning
- 2 Soils / Geotechnical Reports
- 2 Hydrology & Hydraulics
- 2 WQMP & 2 SWPPP
- 1 Copy of Tract Map (if applicable)
- 1 Approved Tentative Map & Site Plan (if applicable)
- 2 Sets Traffic Study (if applicable)
- 2 Sets of Structural Calculations for Retaining Wall Plans (if applicable)
- Planchek Deposit + Fee \$ \_\_\_\_\_**  
(see fee calculation)

**ALL ADDITIONAL SUBMITTALS**

- \_\_\_\_\_ Sets of Revised Plans
- \_\_\_\_\_ Previous Check Prints (Redlines) / Checklists
- Additional Plan Check Deposit \$ \_\_\_\_\_  
(if applicable)
- \_\_\_\_\_ Sets Revised Hydrology, Geotechnical, & Structural Calculations (if applicable)
- Previous Hydrology, Geotechnical, & Structural Checks

**MYLARS - FINAL SUBMITTAL**

- Original Mylars (Stamped & Signed by Civil Engineer)
- Previous Check Print (Redlines)

**DUE AT PERMIT ISSUANCE**

- Signed Mylars (Signed by Civil & City Engineer)
- 2 Copy of Plans (Full-Size)
- 1 Copies of Plans (Half-Size)
- 1 CD of PDF files of Signed Plans, WQMP, SWPPP, & Approved Hydrology and Geotechnical Reports
- Inspection Deposit \$ \_\_\_\_\_**
- Surety Bond (100% of Cost Estimate)
- Certificate of Insurance for Contractor

**GRADING PERMIT  
&  
INSPECTIONS**

**DUE AT PROJECT CLOSE-OUT**

- 1 Set of Full-Size As-Built Plans
- 1 CD of Signed Redline As-Built