



# Improvement Plans

## Public Works

August 2010

**Purpose:** This handout is a guide for Improvement Plan submittals. In accordance with the Subdivision Map Act and Elk Grove Municipal Code for Land Development, Title 22, Improvement Plans are required for private works and for improvements to be dedicated for public use and accepted by the City for maintenance. To receive plan approval, conformance with the City of Elk Grove Improvement Standards, Construction Specifications, Standard Drawings, Ordinances, and Conditions of Approval for project are required. These standards shall serve to regulate and guide the design and preparation of plans for: construction of streets, highways, drainage, street lighting, water supply facilities and related public improvements, and set guidelines for all private works which involve drainage, grading, erosion control, landscape, and related improvements. The City of Elk Grove Public Works Department shall approve plans prior to commencing construction.

### Plan Submittal Requirements:

- Seven (7) Sets of Improvement Plans
- Two (2) On-Site and Off-Site Hydrology/Shed Maps and Calculations
- One (1) Soils Report\*
- One (1) Engineer's Preliminary Cost Estimate
- One (1) Title Report with Schedule B Documents (Issued within Sixty (60) Days)
- One (1) Utility Service Letter for all Utilities
- Two (2) Approved Tentative Map or Design Review
- Permits Required by Other Agencies, if applicable (State Water Resources Control Board, United States Army Corps of Engineers, United States Fish & Wildlife Services, etc.)
- Payment Verification Form
- Project Billing Information Form
- Letter of Authorization (if applicable)
- Plan Review Deposit \$750.00

\*Soils Report shall include "R" values to determine street sections.

**Plan Submittal Information:** Please refer to Improvement Standards, Section 3. Public, native oak, heritage and landmark trees shall be indicated on plans. All plans shall be designed in accordance with accepted engineering practices. Studies, reports and cost estimate

shall be prepared, stamped, and "wet-signed" with an expiration date by a registered civil engineer.

**Plan Title Sheet:** Plans shall be titled as follows:

- ✓ Subdivision Developments by "Subdivision Name"
- ✓ Commercial Buildings by "Project Name and Address"

**Size:** Plans shall be submitted on 24" x 36" white bond paper. Plans shall be fully dimensioned, clear and legible. Only common engineering scales shall be used.

### Where to find Improvement Standards and Construction Specifications:

Standard documents are on the City of Elk Grove website <http://www.egpublicworks.org>, a CD and/or a hard copy can be purchased at the Public Works front counter for a fee.

**2<sup>nd</sup> Plan Submittal Requirements:** Second submittal of plans shall include the following:

- Comments addressed from first plan review letter.
- Storm Water Pollution Prevention Plan (SWPPP) and WDID number.
- Landscape Plans (if applicable): For submittal requirements refer to the handout for "Landscape Plans."
- Parcel Maps and Final Maps: For submittal requirements refer to the handout "Parcel Maps and Final Maps."

**Submittals to Other Public Agencies:** Separate submittal of plans to the other agencies may be required for review and approval. For contact information refer to the handout "Utility Representative Contact List."

**Additional Requirements:** Additional project specific information may be required during the review process.

**Where to Submit Plans:** City of Elk Grove, 8401 Laguna Palms Way, Public Works front counter. **A front counter review is required prior to submittal acceptance. Incomplete submittals will be returned.**

**Questions:** If you have any questions regarding the process of submitting Improvement Plans to the City of Elk Grove, please contact (916) 478-2256 or visit our website at [www.elkgrovecity.org](http://www.elkgrovecity.org).