



# Improvement Plans

## Electronic Submittal Through E-Plan

March 2012

**Purpose:** This handout is a guide for Improvement Plan submittals through E-Plan. 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 the project are required. The City of Elk Grove Public Works Department shall approve plans prior to commencing construction.

### Plan Submittal Requirements through E-Plan:

- Improvement Plans submitted through E-Plan ([www.elkgrovecity.org/e-plan/printables/e-plan-submission-online-billing-directions.pdf](http://www.elkgrovecity.org/e-plan/printables/e-plan-submission-online-billing-directions.pdf)).
- On-Site and Off-Site Hydrology/Shed Maps and Calculations
- Soils Report with "R" values to determine street sections
- Engineer's Preliminary Cost Estimate (\*1)
- Title Report with Schedule B Documents (Issued within Sixty (60) Days)
- Utility Will Service Letter for all Utilities
- Approved 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 (\*2)
- Project Billing Information Form
- Letter of Authorization (if applicable)
- Plan Review Deposit/Fee ([www.elkgrovecity.org/finance/pdfs/fee-booklet.pdf](http://www.elkgrovecity.org/finance/pdfs/fee-booklet.pdf)) (\*3)

(\*1) The cost estimate shall be submitted to Public Works prior to coming to the City.

(\*2) The payment verification form shall be required if the final map is in the map checking process.

(\*3) All Deposits will be held against actual time and materials billing for the project. You will receive regular billing statements from the City. Should work on your project come in at a total billing amount

lower than the original deposit, a refund will be issued. If at any point, your deposit falls below 15% of the original deposit amount, all work will be stopped until 1/2 of the original deposit is replenished back to the project.

For projects with Fixed Fees, fee is due at the time of submittal, the first 50% of the monies due is based on a calculated percentage over a range of improvement values for the actual projects. The remaining 50% will be due prior to plan acceptance, which will be based on the final contract bid price.

The deposit/fee will need to be made at the City of Elk Grove on 8401 Laguna Palms Way, Public Works Front Counter. Once paid, an "EG" number will be given for the project and access to E-Plan.

**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 and shall be submitted in hard copy format at the time the final mylars are submitted.

**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" sheets. 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 Subdivision Maps: For submittal requirements refer to the handout "Final Parcel Map and Subdivision Maps."

**Submittals to Other Public Agencies:** Outside Agencies may or may not be using E-Plan. Separate submittal of a set(s) of plans in hard copy format may be required for their review and approval along with any fees that are required.

For contact information, refer to the handout "Utility Representative Contact List."

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

**Improvement Plan Approval:** Once the plan checker has determined that the plans are ready for signatures mylars may be made. The title sheet shall be signed by all outside Agencies prior to the City signing the plans.

**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).