



Production Homes Public Works

August 2010

Submittal Requirements: Submit two (2) plot plans, two (2) subdivision grading plans with pad elevations certified for all lots and FEMA requirements.

Plot Plan: Submit two (2) plot plans completed to scale with the following information:

- Developer name and address;
- Subdivision name and unit;
- Parcel address;
- Lot number;
- Assessor parcel number (APN);
- Bar scale and north arrow;
- Property lines and lot dimensions (show whole parcel);
- Building footprint;
- Building pad elevation (PAD);
- Finished floor elevation (FF);
- Easements and setback distances;
- Utilities (Street lights, fire hydrants, transformers, electric, etc.);
- Sewer and water (Note on Plans: Traffic Rated Boxes, if applicable);
- Drain inlets;
- Lot drainage elevation high point and direction;
- Swales;
- Driveway width (Minimum 10 feet to maximum 24 feet);
- Driveway culvert (Size and type of pipe);
- Sidewalk, curb and gutter;
- Access street (Street centerline and right-of-way widths to property line);
- Retaining and sound walls;
- FEMA or local 100-year floodplain boundary; and
- Environmental Issues (i.e. native oak, heritage and landmark trees, vernal pools).

Disclaimer on Plot Plans: THIS NOTE SHALL TAKE PREVALENCE OVER ALL OTHER NOTES AND DRAWINGS ON PLOT PLAN: All work completed by the builder shall conform to the current edition of the City of Elk Grove Improvement Standards, Construction Specifications and Standard Drawings and work shall be based upon the final map lot lines as approved by the City and recorded with the County of Sacramento. Provide positive drainage away from building and lot drainage shall be a minimum slope of 1% to street right-of-way.

Size: Plans shall be submitted on 8-1/2" x 11" or 11" x 17" white bond paper. Plans shall be fully dimensioned, clear and legible. Only common engineering scales shall be used.

Subdivision Grading Plans: Provide two (2) set of grading plans with *Building Pad Check Stamp*. Plans shall be signed by registered civil engineer and geotechnical engineer. Specify which lots are certified on plans.

FEMA Requirements: Provide a letter and a map depicting FEMA information for subdivision. If a lot is in the FEMA 100-year floodplain a three step process is required and is explained below:

Elevation Certificates (Three Step Process)

Step 1: Construction Drawings - Pad and 100-Year Floodplain Elevation Determination (complete prior to building permit issuance).

Submit the following information in letter format, on plot plan or a FEMA Elevation Certificate for *Construction Drawings*:

1. Subject (site address);
2. Assessor parcel number (APN);
3. Property elevations and topographic contours;
4. Finished floor elevation;
5. Pad elevation;
6. Overland release point location and elevation;
7. Set hub elevation with location and bench mark;
8. FEMA 100-year floodplain zone;
9. 100-year local floodplain (if applicable); and
10. Base flood elevation (if applicable).

Letter, plot plan or FEMA elevation certificate shall be stamped and "wet-signed" with an expiration date by a licensed land surveyor or registered civil engineer licensed to practice surveying.

Step 2: Building Under Construction - Completion of Raised Subfloor (with Joints) or Concrete Foundation (complete prior to footing inspection).

Submit a FEMA elevation certificate for surveyed *Building Under Construction* from a licensed land surveyor or registered civil engineer licensed to practice surveying. Certificate shall be stamped and "wet-signed" with an expiration date.

Step 3: Finished Construction (complete prior to final inspection).

Submit a FEMA elevation certificate for surveyed *Finished Construction* from a licensed land surveyor or registered civil engineer licensed to practice surveying. Certificate shall be stamped and "wet-signed" with an expiration date.

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, Building Department front counter.

Questions: If you have any questions, please call (916) 478-2256 or visit our website at www.elkgrovecity.org.