

Project: AV \_\_\_\_\_

**ALISO VIEJO PUBLIC WORKS  
GRADING & STREET IMPROVEMENT  
CONTACT INFORMATION**

Date: \_\_\_\_\_

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

Project Address: \_\_\_\_\_

Project Area:         $\geq$  1 acre   or    $\leq$  1 acre

Project Parcel, Tract or Lot Number(s):        \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

*If different than Applicant*

**Property Owner:** \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

**ALISO VIEJO PUBLIC WORKS  
GRADING & STREET IMPROVEMENT  
SUBMITTAL SHEET**

*The Following Items are Required for Complete Submittal*

<p align="center"><b><u>FIRST SUBMITTAL</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 3 Sets of Plans (24 x 36")</li> <li><input type="checkbox"/> Deposit Account/Financial Disclosure Form F-100</li> <li><input type="checkbox"/> Cost Estimate</li> <li><input type="checkbox"/> Plancheck Deposit + Fee \$ _____</li> <li><input type="checkbox"/> Certified Copy of 'Conditions of Approval'</li> <li><input type="checkbox"/> 2 Soils / Geotechnical Reports</li> <li><input type="checkbox"/> 2 Hydrology &amp; Hydraulics</li> <li><input type="checkbox"/> 1 WQMP (Water Quality Management Plan) and             <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 SWPPP (Storm Water Pollution Prevention Plan) (Projects &gt; 1 Acre of disturbed soil)</li> <li align="center">or</li> <li><input type="checkbox"/> 1 WPCP (Water Pollution Control Plan) (Projects &lt; 1 Acre of disturbed soil)</li> </ul> </li> <li><input type="checkbox"/> <i>If Applicable</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of Tract Map</li> <li><input type="checkbox"/> Approved Tentative Map &amp; Site Plan</li> <li><input type="checkbox"/> Environmental / Zone Clearance from Planning</li> <li><input type="checkbox"/> 2 Sets Traffic Study</li> <li><input type="checkbox"/> 2 Sets of Structural Calculations for Retaining Wall Plans</li> </ul> </li> </ul>	<p align="center"><b><u>FINAL SUBMITTAL – MYLARS</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Original Mylars (Stamped &amp; Signed by Civil Engineer)</li> <li><input type="checkbox"/> Previous Check Print (Redlines)</li> </ul>
	<p align="center"><b><u>DUE AT PERMIT ISSUANCE</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Signed Mylars (Signed by Civil &amp; City Engineer)</li> <li><input type="checkbox"/> 1 Copy of Plans (Full-Size)</li> <li><input type="checkbox"/> 1 Copy of Plans (Half-Size)</li> <li><input type="checkbox"/> 1 CD of .TIFF Files of:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Signed Plans</li> <li><input type="checkbox"/> WQMP</li> <li><input type="checkbox"/> WPCP or SWPPP</li> <li><input type="checkbox"/> Hydrology Report</li> <li><input type="checkbox"/> Geotechnical Reports</li> </ul> </li> <li><input type="checkbox"/> Inspection Deposit \$ _____</li> <li><input type="checkbox"/> Surety Bond (100% of Cost Estimate)</li> <li><input type="checkbox"/> Certificate of Insurance for Contractor</li> </ul>
	<p align="center"><b><u>DUE AT PROJECT CLOSE-OUT</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 Set of Full-Size As-Built Plans</li> <li><input type="checkbox"/> 1 CD of Signed Redline As-Builts</li> </ul>
<p align="center"><b><u>ALL ADDITIONAL SUBMITTALS</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____ Sets of Revised Plans</li> <li><input type="checkbox"/> _____ Previous Check Prints (Redlines) / Checklists</li> <li><input type="checkbox"/> Additional Plan Check Deposit \$ _____</li> <li><input type="checkbox"/> _____ Sets Revised Hydrology, Geotechnical, &amp; Structural Calculations</li> </ul>	