



PLAN SUBMITTAL REQUIREMENTS

PUBLIC WORKS DEPARTMENT / ENGINEERING DIVISION
8130 Allison Avenue, La Mesa, CA 91942
Phone: 619.667.1166 • Fax: 619.667.1380

This form describes City of La Mesa Engineering plan check routing procedures. All required items to be plan checked must come in simultaneously as one complete package. This includes grading plan, improvement plan, final maps to subdivide or for boundary adjustment purposes, hydrology report, soils report, title reports, plat and legal for easements, all applicable comments, and any other requested reports or agreements. Other City departments may have additional requirements.

1. New Submittals For **Minor Grading**: (< 2' cut OR 1' fill OR ≤ 50 c.v.)

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | (6) stapled copies of Grading Plans (3 copies go to Bldg. Div.) |
| <input type="checkbox"/> | <input type="checkbox"/> | (3) stapled copies of Improvement Plans (if required) |
| | | » All items as identified in applicant letter of transmittal « |
| <input type="checkbox"/> | <input type="checkbox"/> | (3) copies of Drainage Report (and/or Hydraulic Study) (if required) (1 copy goes to Bldg. Div.) |
| <input type="checkbox"/> | <input type="checkbox"/> | (4) copies of preliminary soils report less than one year old (2 copies go to Bldg. Div.) |
| <input type="checkbox"/> | <input type="checkbox"/> | (2) copies of Cost Estimate for grading, paving, and drainage (for work associated with public improvements) |
| <input type="checkbox"/> | <input type="checkbox"/> | (2) copy of detailed cost estimate for erosion control (for work associated with public improvement & grading) |
| <input type="checkbox"/> | <input type="checkbox"/> | (1) copy of City of La Mesa Storm Water Requirements Applicability Checklist (Appendix A) |
| <input type="checkbox"/> | <input type="checkbox"/> | (1) each, signed original & copy of plat & legal for proposed public easements and ROW (if required) |
| <input type="checkbox"/> | <input type="checkbox"/> | (2) copy of plat and legal documents for private easements (if required) |
| <input type="checkbox"/> | <input type="checkbox"/> | (2) copies of Letter of Permission from adjacent property owners of each affected property, for offsite grading or acceptance of drainage (if required) (1 copy goes to Build. Div.) |

2. New Submittals For **Major Grading & Improvements**: (≥ 2' cut OR 1' fill OR ≤ 50 c.v.)

For Major Grading submittals **include everything mentioned above plus the following items:**

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | (1) copy of the map |
| <input type="checkbox"/> | <input type="checkbox"/> | (2) copies of City of La Mesa Std. Urban Storm Water Management Plan (SUSMP) |
| <input type="checkbox"/> | <input type="checkbox"/> | (1) copy of Storm Water Pollution Prevention Plan (SWPPP) (incl. Notice of Intent if over 1 acre) |
| <input type="checkbox"/> | <input type="checkbox"/> | (1) copy of copy of Title Report showing current ownership, < 30 days old |

3. Responsiveness Check

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | ALL City of La Mesa comments must be addressed in color other than red, green, or yellow |
| <input type="checkbox"/> | <input type="checkbox"/> | (3) copies of all revised drawings; grading and/or improvement plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | (2) copies of all revised documents or reports; hydrology, hydraulics, SUSMP, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Check for ALL items requested on City of La Mesa transmittals (prints, red-lines, easements and correction notices). |