

**CITY OF MISSION VIEJO
MASS/ROUGH GRADING PLAN SUBMITTAL SHEET**

TRACT/PARCEL MAP NO.: _____
 LOT NOS: _____
 APPLICANT: _____
 SUBMITTED BY: _____
 COMPANY: _____
 TELEPHONE: _____

GRADING PLAN CHECK NO.: _____
 PLAN NAME: _____
 GRADING PERMIT NO.: _____
 RECEIPT NO.: _____
 RECEIVED BY: _____
 DATE: _____

THE FOLLOWING ITEMS MUST ACCOMPANY EACH TYPE OF SUBMITTAL:

FIRST CHECK

- 3 Sets of prints
- 2 Copies of soils reports
- 2 Cost estimates for improvements
- 2 Sets hydrology & hydraulics
- 2 Approved tentative map & site plan
- 2 Copies of signed conditions of approval
- 2 Tract maps
- 2 Copies of approval from other agencies
- 2 Copies of approval from State Water Quality Control Board (if applicable)
- Scanning fee of \$50
- Pre-inspection fee of \$500
- WQMP review fee of \$1,200
- Soils report review fee of \$ _____
- Plan check deposit of \$ _____
(see deposit schedule listed below)

SUBSEQUENT CHECKS*

- 3 Sets of prints
- Previous check print
- Previous check correction lists
- 2 Sets revised hydrology
- Previous hydrology check
- Required bonds and fee payment

FINAL SUBMITTAL FOR CITY APPROVAL

- Originals (all sheets must be stamped and signed by civil engineer)
- 1 Set of prints

REQUIRED PLANS AFTER APPROVAL

- Originals
- 3 Sets of prints (1 folded, 2 rolled)

Cost Estimate Amount	Deposit	Cost Estimate Amount	Deposit
1 Lot – Homeowner	\$395	\$200,001 – \$500,000	\$6,000
\$1 – \$50,000	\$1,500	\$500,001 – \$1,000,000	\$9,000
\$50,001 – \$200,000	\$3,000	\$1,000,001 – Up	\$10,000

Extraordinary Overtime plan check requested: No Yes (App. Initials) _____
 (Plan check fees will be 1½ times standard fees)

***Total plan check fees are due at time of second plan check submittal.**

REVISION SUBMITTAL:

1. Submit one print with revisions **marked in red** or **highlighted** for City Engineer's review and fee determination.
2. Check print will be returned with any corrections or changes needed.
3. Submit one revised print with the corrections or changes highlighted, last check print, and originals for the City Engineer's review and approval. Pay any additional fees as required.
4. After revision has been approved, City requires three sets of prints and the approved originals (reduced Mylar set if plans are larger than 24" by 36").

NOTE: Upon completion of the project, as-built plans are required. See the handout titled "As-Built Submittal Process" available from Public Works.