

**CITY OF MISSION VIEJO
PRECISE GRADING PLAN SUBMITTAL SHEET**

TRACT/PARCEL MAP NO.: _____

GRADING PLAN CHECK NO.: _____

LOT NOs: _____

PLAN NAME: _____

APPLICANT: _____

GRADING PERMIT NO.: _____

SUBMITTED BY: _____

RECEIPT NO.: _____

COMPANY: _____

RECEIVED BY: _____

TELEPHONE: _____

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)
- 2 Copies of Water Quality Management Plan
- WQMP review fee of \$1,200
- Scanning fee of \$50
- Pre-inspection fee of \$500
- 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 bond 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.