**IMPROVEMENT PLAN APPLICATION CHECKLIST**

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| Please Note: This checklist summarizes major and typical topics of review. Not all items may apply. Site specific issues can and will produce additional comments. | | | | | | | | | | | | |
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| Project ID / Address: | | | | |  | | | | | | |
| Reviewer / Date: | | | | |  | | | | | | |
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|  | **Submitted?** | |  |  | | **ITEM OR DESCRIPTION** | | | | | | | | |
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| ***IMPROVEMENT PLAN SUBMITTAL DOCUMENTS*** | | | | | | | | | | | |
|  |  | |  |  | | Improvement Plans including topographic and boundary survey, frontage improvements, landscaping, offsite stormwater treatment and traffic signal plans, if applicable. Note: additional plans and documents may be required upon project type and information submitted by applicant. | | | | | | | | |
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|  |  | |  |  | | Engineer's estimate Included (including traffic signal, undergrounding and landscape estimate if applicable). | | | | | | | | |
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|  |  | |  |  | | Initial plan check review fees, if applicable *(per latest City Council approved Fee Schedule)* | | | | | | | | |
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| ***IMPROVEMENT PLANS*** | | | | | | | |  |  | |  | | |
| *Procedural Requirements* | | | | | | | |  |  | |  | | |
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|  |  | |  |  | | Provide copies of all necessary third-party approved permits. (e.g. Utility Companies, Sanitary District <Cupertino or Sunnyvale>, SCVWD, VTA, etc.) | | | | | | | | |
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| *Formatting Requirements* | | | | | | |  | | |  | | | |
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|  |  | |  |  | | Plans shall be drawn clearly (linework, screening, and all text is legible) | | | | | | | | |
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|  |  | |  |  | | Plans on 24" x 36" sheets | | | | | | | | |
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|  |  | |  |  | | Plans drawn to appropriate Engineer's Scale (Min. 10ft/inch - Max. 40ft/inch) | | | | | | | | |
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|  |  | |  |  | | Plans include standard coversheet, notes, and border | | | | | | | | |
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|  |  | |  |  | | Scale, street name(s), sheet numbers, and north arrow shown on every sheet *(as appropriate)* | | | | | | | | |
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|  |  | |  |  | | Plan set shall include a project address, vicinity map, approval signature block(s), standard legend, standard notes | | | | | | | | |
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| *Technical Requirements to Provide on Plan Sets* | | | | | | | | | | | |
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|  |  | |  |  | | Improvement Plans must conform to approved Planning Permit Entitlements. | | | | | | | | |
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|  |  | |  |  | | All existing improvements and elevations adjacent to the proposed project shall be shown on the plan. | | | | | | | | |
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|  |  | |  |  | | New street grades must be compatible with existing improvements, and must accommodate future development of adjacent undeveloped properties. | | | | | | | | |
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|  |  | |  |  | | Street cross-section(s) to be provided, including property lines, street dimensions, cross slopes, horizontal location of improvements and shall be consistent with Planning Permit Entitlements. | | | | | | | | |
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|  |  | |  |  | | Stationing shown along street(s) | | | | | | | | |
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|  |  | |  |  | | Street cross-sections every 50 feet for streets being widened. | | | | | | | | |
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|  |  | |  |  | | Pavement section dimensions, including base rock and pavement thicknesses. | | | | | | | | |
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|  |  | |  |  | | All survey monuments shall be shown on plan view, and shall be consistent with Tract and Parcel Maps. | | | | | | | | |
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|  |  | |  |  | | Benchmarks shall be described on coversheet and shall state what vertical datum was used (NGVD 29, NAVD 88, Assumed). Provide benchmark number when using an established benchmark (City Benchmark, SCVWD Benchmark, USGS Benchmark, etc.) | | | | | | | | |
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|  |  | |  |  | | Coversheet shall include a plan set table of contents. | | | | | | | | |
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|  |  | |  |  | | Slopes adjacent to the public ROW shall be a maximum of 2:1. | | | | | | | | |
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|  |  | |  |  | | All conforms to existing improvements shall be shown on improvement plans. | | | | | | | | |
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|  |  | |  |  | | Details, including City Standard Details being utilized by the project. | | | | | | | | |
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|  |  | |  |  | | Sidewalk width and configuration per approved Planning Permit Entitlements. | | | | | | | | |
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|  |  | |  |  | | Contiguous sidewalk and wheelchair ramps at curb returns. | | | | | | | | |
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|  |  | |  |  | | Sidewalk and parkway slopes shown and designed with 2% cross slope. | | | | | | | | |
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|  |  | |  |  | | Base rock thicknesses shown for curb, gutter and sidewalk, or show City Standard Details. | | | | | | | | |
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|  |  | |  |  | | All curb, gutter and sidewalk repairs called out to nearest score mark or expansion joint. | | | | | | | | |
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|  |  | |  |  | | 12" thick AC plug or match existing pavement section (min. 3” AC/6” Class 2 AB required) shown along all new driveway, curb and gutter, as needed. | | | | | | | | |
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|  |  | |  |  | | Minimum drop around curb return is 0.2 feet. | | | | | | | | |
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|  |  | |  |  | | Maximum drop around curb return is 2.0 feet. (may be exceeded if curb is built on a vertical curve at the City Engineer's discretion) | | | | | | | | |
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|  |  | |  |  | | Minimum longitudinal slope of curb and gutter is 0.4%. | | | | | | | | |
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|  |  | |  |  | | Existing TC and FL grades shown for all existing conditions adjacent to new construction. | | | | | | | | |
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|  |  | |  |  | | TC and FL grades shown to nearest 0.01’ at all BC’s, EC’s, grade breaks, high points, low points, BVC’s and EVC’s. | | | | | | | | |
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|  |  | |  |  | | TC grades shown for intersection of lot lines with street ROW lines. | | | | | | | | |
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|  |  | |  |  | | Street Tree location(s) shown. | | | | | | | | |
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|  |  | |  |  | | Any proposed Irrigation sleeves shown. | | | | | | | | |
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|  |  | |  |  | | Median island curb locations shown with curb type, station, and dimensions. | | | | | | | | |
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|  |  | |  |  | | Median island treatment and cross section shown. | | | | | | | | |
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|  |  | |  |  | | All new or reconstructed storm mains shown on plan/profile sheets with pipe slopes, inverts and rim elevations at manholes. Storm drain pipes shall be 15" RCP minimum. | | | | | | | | |
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|  |  | |  |  | | Minimum velocity in storm pipe must be greater than 2 feet per second. | | | | | | | | |
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|  |  | |  |  | | Maximum distance between manholes shall be less than 450 feet. | | | | | | | | |
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|  |  | |  |  | | Drainage calculations used to size storm sewer facilities shall be submitted, signed and sealed by Registered Engineer. | | | | | | | | |
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|  |  | |  |  | | All storm water inlets shall be shown in plan view with elevations. | | | | | | | | |
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|  |  | |  |  | | All storm water inlets shall connect to manholes with minimum 15" RCP @ 1% minimum slope. | | | | | | | | |
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|  |  | |  |  | | All storm laterals shown in plan view with pipe type (RCP) and slope with inverts; Inverts shall be shown for upstream and downstream manholes along storm mainline. | | | | | | | | |
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|  |  | |  |  | | Improvement plans shall clearly show all existing street lights and other public facilities along project frontage and 50ft beyond limit of work. | | | | | | | | |
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|  |  | |  |  | | Improvement plans shall clearly show and specify other existing surface improvements to remain, such as large trees, hydrants, utility poles, etc. | | | | | | | | |
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|  |  | |  |  | | Improvement plans shall clearly show all major new surface improvements, such as alignment changes, driveway cuts or removals. | | | | | | | | |
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| *Once Plan is Ready for Approval* | | | | | | | | | | | |
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|  |  | |  |  | | Title Block – signed & stamped by a Registered Engineer in the engineering firm | | | | | | | | |