

## IMPROVEMENT PLAN PRE-SCREENING CHECKLIST

Improvement plans are subject to pre-screening by Department of Public Works prior to initial submittal. Plans must meet the following format requirements at a minimum. If plans do not meet any of the following, the submittal is subject to rejection. The pre-screened submittal will be returned within five (5) working days upon receipt.

Application and plans shall be submitted to the DPW Customer Services Counter, 5201 Ruffin Road, Suite D, San Diego, CA 92123.

Private:		County:
<input type="checkbox"/>	Grading plans placed on 24" x 36" sheets with 1" border on all edges	<input type="checkbox"/>
<input type="checkbox"/>	North arrow and scale on all sheets	<input type="checkbox"/>
<input type="checkbox"/>	Vicinity map (distance shown to nearest street intersection, page, and section of Thomas Guide)	<input type="checkbox"/>
<input type="checkbox"/>	Permittee's name, address and telephone number	<input type="checkbox"/>
<input type="checkbox"/>	Owner's name, address and telephone number (if same as permittee, indicate on plan)	<input type="checkbox"/>
<input type="checkbox"/>	Civil Engineer's name, address, telephone number, signature in title block, and stamp	<input type="checkbox"/>
<input type="checkbox"/>	Short legal description	<input type="checkbox"/>
<input type="checkbox"/>	Assessor's Parcel Number	<input type="checkbox"/>
<input type="checkbox"/>	Site address	<input type="checkbox"/>
<input type="checkbox"/>	Bench mark: show location on plan and describe in space provided (if datum is assumed, so note)	<input type="checkbox"/>
<input type="checkbox"/>	L, CG, TM, or TPM-Number in the block	<input type="checkbox"/>
<input type="checkbox"/>	California Coordinate in title block	<input type="checkbox"/>
<input type="checkbox"/>	Purpose of grading shown in the title block	<input type="checkbox"/>
<input type="checkbox"/>	Show special use permit, rezone, TM, or TPM number, and dates of their approval next to title block where applicable	<input type="checkbox"/>
<input type="checkbox"/>	Required General Notes	<input type="checkbox"/>
<input type="checkbox"/>	Key map for projects covering several sheets	<input type="checkbox"/>
<input type="checkbox"/>	Show existing contours (max. 5') to cover at least 50' beyond the property line or sufficient for showing drainage basin	<input type="checkbox"/>
<input type="checkbox"/>	Best Management Practices Items proposed during construction and Post construction	<input type="checkbox"/>
<input type="checkbox"/>	Drainage study	<input type="checkbox"/>
<input type="checkbox"/>	Plans are related to a project with a previously approved discretionary permit (include a copy of the conditionally approved plot plan with the adopted Resolutions or Final Notice of Approval)	<input type="checkbox"/>
<input type="checkbox"/>	Structural calculation for proposed designed retaining	<input type="checkbox"/>

	wall, if required	
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**If any of the following boxes are checked, an extra set of the project plan set with supporting documentation, studies, and/or other information will be sent to the respective specialist.**

**Flood Control:**

- Project is subject with National Flood Insurance Program (NFIP)
- Project is subject with County Flood Protection Ordinance, Resource Protection ordinance
- Project subject to County Flood Plain mapping
- Project impacts or required to construct master planned drainage facility
- Project is subject with County Hydrology Manual, Drainage Design Manual for major drainage course or master facility
- Easement dedication to San Diego County Flood Control District (SDCFCD)

**Traffic Engineering:**

- Striping and pavement markings
- Traffic signs
- Traffic signals and flashers
- Guardrail installations
- Traffic Control Plans
- Traffic calming

**Wastewater Engineering:**

- Project is located in a County Sanitation District

**DPW Environmental Services Unit:**

**ALL DISCRETIONARY PROJECTS/APPLICATIONS REQUIRE DPW ESU REVIEW. (EXCEPT FOR AGRICULTURAL GRADING PLANS AND GRADING PLANS FOR RESTORATION WHICH WILL BE REVIEWED BY THE DPLU RESOURCE PLANNING)**

- Project has previous environmental approval
  - Yes (Environmental documents required with initial submittal)
  - No (ESU will determine environmental status upon initial review)

**Department of Planning and Land Use:**

- Project is for agricultural grading
- Grading Plans required as restoration for grading violation as determined by the DPLU Code Enforcement Division or the DPW Watercourse Enforcement Division.
- Project proposes grading into an open space easement

**DPW Capitol Improvement Program:**

- Project is located within, along, or adjacent to a listed Public Road on the current County five (5) year CIP Plan
- Sidewalk and pedestrian ramp improvements deviate from ADA requirements
- Project proposes public pathways

**DPW Materials Lab:**

- Project proposes paving under the Private or Public Road Standards, conditions of approval, or permit requirements
- Project has Geotechnical/Geology issues (seismic, slope stability, potential rock fall, etc.) including specialized retaining or slope stability structures
- Project requires "Geologic Hazard" memo
- Project proposes designs employing non-standard methods and materials

Note: If a geotechnical report is available, for the project, a copy of the report should be routed with the plans. A copy of conditions of approval or permit requirements must be provided with plans.

**DPW Special Districts:**

- Project is in a Permanent Road Division  
PRD Number \_\_\_\_\_
- Project proposes improvements that will connect or intersect a PRD road.  
PRD Number \_\_\_\_\_

**DPW Private Development Construction Inspection:**

- Project proposes grading under an L-Grading Permit Application
- Project is the result of a Watercourse Violation under the County Grading Ordinance

**DPW Field Operations:**

- Project will violate the County 3-year Pavement Cut Policy
- Project will make improvements to existing or future publicly maintained road for the purpose of acceptance into the County Maintained road system
- Project connects or intersects a private road to a County publicly maintained road
- Project proposes modifications or eliminates pedestrian access to curb ramps or sidewalks
- Project proposes raised medians (landscaped and/or hardscaped) within a County maintained road
- Project proposes landscaping within or along a County maintained road
- Project proposes connection to an existing or proposed County drainage system
- Project proposes improvement or installation of drainage facilities to be County maintained
- Project proposes improvements that do not meet minimum County Drainage Standards within the County maintained road system
- Project proposes permanent stormwater BMPs to be publicly maintained by the County of San Diego
- Project proposes a publicly maintained detention or retention basin and/or those which will drain directly into a County maintained drainage system or roadway
- Project proposes a Regional Standard Drawing D-25, Curb Outlet, or RSD D-27, Sidewalk Underdrain within the County maintained road system (note: copy of the drainage study required to verify runoff will be contained within the gutter).

**Department of Environmental Health (DEH):**

- Project site has existing water wells on the property
- Water wells are shown on the grading plan
- Water wells located within the area of proposed grading
- Water wells located on adjacent property near proposed grading
- Project site has existing monitoring wells on the property
- Properties adjacent to the project are currently using, or will use on-site sewage disposal systems
- 5:1 grading setbacks are shown from the top of cut to primary and/or reserve area disposal fields to adjacent properties that have or are approved for onsite sewage disposal systems
- Grading plan shows existing or proposed on-site sewage disposal system for project site
- Proposed earthen fill located over or near components of on-site sewage disposal systems

**Department of Parks and Recreation:**

- Project is located adjacent to existing or proposed County park or preserve
- Project is conditioned to construct a public or private park
- Project is conditioned to construct public or private trails and/or pathways
- Project proposes an LLD/CFD which requires operations and/or management by DPR

Note: A copy of conditions of approval or permit requirements must be provided with plans under Park and Recreation review.

Signature \_\_\_\_\_  
(Engineer-of-Work)

RCE No. \_\_\_\_\_

[Stamp]

Date \_\_\_\_\_

**FOR STAFF USE ONLY**

**Number of extra plan sets and documents required:**

- Land Development In-house
- Flood Control
- Traffic Engineering
- Wastewater Engineering
- DPW Environmental Services Unit  
(CEQA review required for all discretionary projects)
- Department of Planning and Land Use
- DPW Capitol Improvement Program
- DPW Material Lab
- DPW Special Districts
- DPW Private Development Construction Inspection
- DPW Field Operations
- Department of Environmental Health
- Department of Parks and Recreation

Total number of plan sets required from boxes checked above \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_  
(DPW Staff)