



<sup>h</sup> CITY OF MORGAN HILL

DEVELOPMENT SERVICES CENTER – LAND DEVELOPMENT ENGINEERING

17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236

Website Address: [www.morgan-hill.ca.gov](http://www.morgan-hill.ca.gov)

## IMPROVEMENT PLANS FOR PUBLIC IMPROVEMENTS APPLICATION COMPLETENESS CHECKLIST

### APPLICATION PURPOSE

The review of the improvement plans for public improvements to verify compliance with the Engineering conditions of approval of the Tentative Subdivision Map (SD) and/or Site Review/Design Review (SR) permit of the proposed project.

### PRE-SUBMITTAL REQUIREMENTS

- A. ☐ Application – Engineering Review (*e-mail to Land Development Engineering contact*)
- B. ☐ Construction Cost Estimate (*e-mail to Land Development Engineering contact*)
  - a. Public improvements (offsite/in-tract) estimate
  - b. Private improvements (onsite) estimate
- C. ☐ **Engineering shall provide to the Applicant by e-mail the PLAN REVIEW FEE based on Land Development Engineering’s Fee Estimate for both Public and Private improvements.**
- D. ☐ Verify concurrent submittal of private improvement plans to the Building Department.
- E. ☐ Make an appointment with Land Development Engineering to submit Final Map/Parcel Map and Improvement Plans

### SUBMITTAL CHECKLIST

The following checklist must be completed and submitted with each application. Please check **every** item as either “Y” for items that are included with the application, “N” for items that are not included with the application, or “NA” for items that are not applicable to the application. Items without an “N” checkbox are minimum requirements initially due with the application.

	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>Submittal Item</u> (application will be rejected if items are incomplete)
<b>P1.</b>	<input type="checkbox"/>			Concurrent submittal of private improvement plans to Building Division
<b>P2.</b>	<input type="checkbox"/>			Concurrent submittal of Map to Engineering Division
<b>1.</b>	<input type="checkbox"/>			Completed Engineering Review Application
<b>2.</b>	<input type="checkbox"/>			Civil plans for <b>Public (offsite) Improvements</b> only on City title block. <ul style="list-style-type: none"><li>• <b>Four (4) full size sets</b> of submittal plans</li><li>• Additional plan sets may be required</li><li>• Plan set shall include the following:</li></ul>

				<ul style="list-style-type: none"> <li>○ City Title Sheet</li> <li>○ Topographic Survey (<i>of existing conditions</i>)</li> <li>○ Demolition Plan</li> <li>○ Grading and Drainage Plan (including storm drain system)</li> <li>○ Utility Plan (storm, sanitary, water, existing, etc.)</li> <li>○ Plan and Profile of Streets</li> <li>○ Sections of Plan and Profile</li> <li>○ Sections of Site</li> <li>○ Details</li> <li>○ Striping and Signage Plan</li> <li>○ Stormwater Control Plan (if applicable)</li> <li>○ Erosion &amp; Sediment Control Plan</li> <li>○ Traffic Signal Plan (if applicable)</li> <li>○ Traffic Control Plan (if applicable)</li> </ul>
3.	<input type="checkbox"/>			Public Improvement (offsite) Landscape Plans – <b>3 sets</b> ( <i>In public right-of-way only - separate from private (onsite) plans</i> )
4.	<input type="checkbox"/>			Public Joint Trench Plans (Intent set) – <b>3 sets</b>
5.	<input type="checkbox"/>			Construction Cost Estimate ( <b><i>provide again</i></b> ) <ul style="list-style-type: none"> <li>● Public improvements (offsite) estimate</li> <li>● Private improvements (onsite) estimate</li> </ul>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Development Agreement, if applicable (signed by owner)
7.	<input type="checkbox"/>			Copy of Site Review (SR) Approval – Conditions (signed by owner) ( <b><u>NOTE:</u></b> Plans submitted without approved SR may require additional reviews and submittal based on potential changes due to SR approval.)
8.	<input type="checkbox"/>			Geotechnical (Soils) Report signed and sealed by Registered Geotechnical Engineer to include but not limited to: <ul style="list-style-type: none"> <li>● Public street pavement design requirements addressing the needs of the project</li> <li>● Percolation and infiltration (converted from percolation) test/values for proposed NPDES stormwater quality facilities</li> <li>● Groundwater table elevation(s)</li> <li>● Site retaining wall design requirements</li> </ul>
9.	<input type="checkbox"/>			Drainage Calculations signed and sealed by a Registered Civil Engineer to include but not limited to: <ul style="list-style-type: none"> <li>● Storm drain system calculations</li> <li>● Stormwater Post-Construction Development standards calculations</li> <li>● Flood control detention/retention calculations</li> </ul>
10.	<input type="checkbox"/>			Stormwater Pollution Prevention Plan (SWPPP), if applicable. <ul style="list-style-type: none"> <li>● Provide NPDES Construction General Permit information (Waste Discharge Identification Number, WDID#), when available.</li> </ul>
11.	<input type="checkbox"/>			Stormwater Runoff Management Plan/Report (SWRMP) – <i>See template.</i> <ul style="list-style-type: none"> <li>● Requirements as listed on the SD and/or SR conditions of approval</li> <li>● Stormwater Control Plan Sheet</li> <li>● Summary of <b>soil properties</b> and the Drainage Calculations</li> <li>● Referenced applicable improvement plans sheets</li> <li>● Stormwater Control Measure (SCM) Map</li> </ul>

12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Right-of-Way or Public Service Easement documents to be granted to the City, if applicable.
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural Calculations of Civil Structures, if applicable.
14.	<input type="checkbox"/>			Checklist for Improvement Plans <i>(from Design Standards – Appendix B. Copy available at <a href="https://www.morgan-hill.ca.gov/641/Standard-Details">https://www.morgan-hill.ca.gov/641/Standard-Details</a>)</i>
15.	<input type="checkbox"/>			Digital copies (include AutoCAD file) of <b>ALL hard copy submittal items above</b> , by download or submitted in a flash drive
16.	<input type="checkbox"/>			<p>Plan Review Fee to be determined from pre-submittal requirements <i>(Check payable to City of Morgan Hill)</i></p> <p><b>Note: (a) the review fee covers three (3) plan reviews; additional fees will be charged at an hourly rate of \$230 per hour, starting with the 4<sup>th</sup> plan review.</b></p> <p><b>(b) Approved reviews and permitted plans, which resubmits for changes (revisions), are also subject to additional review fees at \$230 per hour.</b></p>

### **FINAL SUBMITTAL REQUIREMENTS**

1.	<input type="checkbox"/>	Mylar Improvement Plans – signed and stamped by Registered Civil Engineer of record
2.	<input type="checkbox"/>	If applicable, updated reports (Geotechnical, drainage calcs, etc.)
3.	<input type="checkbox"/>	Final, approved Stormwater Runoff Management Plan/Report (SWRMP) signed and stamped by Registered Civil Engineer of record
4.	<input type="checkbox"/>	Supporting SWRMP documents (BMPRAM Data sheets, SCM Map, etc)
5.	<input type="checkbox"/>	Stormwater BMP Operation and Maintenance Agreement signed and notarized by owner
6.	<input type="checkbox"/>	Private Sanitary Agreement signed and notarized by owner
7.	<input type="checkbox"/>	Digital copies (include AutoCAD file) ALL final submittal items by download or submitted in a flash drive

OFFICE USE ONLY	
Date Received:	
PW File Number:	
Project Address or APN:	