

City of Rocklin

Department of Economic & Community Development, Engineering Services
3970 Rocklin Rd, Rocklin CA 95677 (1st floor, City Hall)

REQUEST FOR PLAN/MAP CHECK

(INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED)

Fees per City of Rocklin Resolution Nos. 2011-9, 2013-36 and 2015-241, Effective October 1, 2015

Name of Project:	City Planning#:
Project Address:	TYPE OF PROJECT:
	<input type="checkbox"/> Subdivision Improvements
APN:	<input type="checkbox"/> Commercial/Industrial Improvements
Applicant/Engineer's Name:	<input type="checkbox"/> Parcel Map
	<input type="checkbox"/> Final Map
Title:	Firm:
Email:	Phone#
Owner:	Submittal Date:

SUBDIVISIONS/COMMERCIAL/INDUSTRIAL

A. 1) IMPROVEMENT PLANS (PER CHAPTER 16.28, ROCKLIN MUNICIPAL CODE)

	6 sets of plans (7 sets required if Landscaping & Irrigation is part of project design)
	<p>Improvement plans (including landscaping plans) shall be on 24X36" sheets and shall include all appropriate design information as specified in the City of Rocklin Improvement Standards, and include but are not limited to the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name, address and telephone number of the project developer <input type="checkbox"/> Conditions of Approval from the Final Signed Planning Department Entitlements shall be included in the Notes Section of the improvement plans <input type="checkbox"/> Separate Fire Water Plan with applicable information as required by the City Fire Department <input type="checkbox"/> Separate Fencing Plan Exhibit with symbols depicting the various wall and fencing types as applicable (include denotation of walls requiring a separate Building Department permit-see section A.2 below) <input type="checkbox"/> Separate Landscaping Exhibit sheet with clear denotation of private versus public (City owned) landscaped areas as applicable
	2 copies Engineer's cost estimate breakdown of improvements included on the plans (Including private and public landscaping/irrigation, but not including sewer and domestic water) with 10% contingency added
	2 sets of storm drain calculations and watershed map
	2 copies of soils report
	2 sets of streetlight voltage drop calculations
	2 sets of structural calculations for retaining walls and sound walls
	Copies of Utility Letters showing transmittal of preliminary Improvement Plans to Utility companies
	<p>50% of plan check fee based on Engineer's estimate per City Fee Schedule F, Table A (Balance of plan check fee due prior to approval of improvement plans)</p> <p>Any reviews beyond the 3rd plan check will be charged at an hourly rate.</p>
	Landscape Plan Check/Inspection Fee: \$2,492.00 per Schedule F (for Landscaping in City Owned Land or Right-of-Way)
	100% of Inspection Fee per Schedule F, Table A (prior to approval of final improvement plans)

A. 2) BUILDING DIVISION PERMIT REQUIREMENTS ASSOCIATED WITH IMPROVEMENT PLANS

**Please note: All Building Permit Applications shall be submitted AFTER the approval of improvement plans (permits may be pulled individually or collectively by an appropriately licensed Contractor)*

Separate Building Permit Submittal and associated fees required for “Inspection Only” via:

[PROJECT CONTACT INFORMATION FORM](#) AND [BUILDING PERMIT APPLICATION](#)

in the following cases:

	Retaining walls 4’ and higher (<i>measured from bottom of footing to top of wall</i>) or retaining 3’ of earth, or walls supporting a surcharge (<i>to be determined by the City Building Official</i>)
	Site Sound Walls and Fences over 7’ high as measured from the lowest adjacent grade (<i>includes a combination of wall or fence on top of retaining wall over 7’ high</i>)

[SPECIAL INSPECTION AND TESTING AGREEMENT FORM](#)

Required in the following, but not limited to:

- Post-Tensioned designed Sound Walls
- Gravity Segmental Retaining Walls

(See Special Inspection form for comprehensive list of items to be inspected and tested. All applicable form sections are to be filled out and signed by 4 parties at the time of Building permit submittal)

Separate Building Permit Submittal and associated fees required for Plan Review and Inspection via:

[PROJECT CONTACT INFORMATION FORM](#) AND [BUILDING PERMIT APPLICATION](#)

with the submittal of the following:

- **4 copies of applicable design documents** (*with cover sheet clearly depicting the scope of work*)
- **2 copies of supporting documents**

	Common Use Area Amenities: for Americans with Disabilities Act (ADA) accessibility compliance and approval of any Common Use Area Structures (<i>includes play equipment, shade structures, trellises, benches, picnic tables, etc.</i>)
	Vehicular and Pedestrian Entry Gates: Electrical and Structural details and calculations, including “Opticom” access system for Emergency Vehicle Access
	Privately owned and Maintained Site and Street Lighting: Electrical and foundation Design (<i>includes Street Lighting, Common Use Area lighting, lighted bollards, etc.</i>)

UPON IMPROVEMENT PLAN SIGN-OFF BY CITY ENGINEER, PLEASE PROVIDE:

- 2 sets of full size bond (3 full size bond required if project has public landscaping)
- 2 sets of 11X17” bond
- **Plans, Soils Report and Final Drainage Report** in PDF format on CD or via email link

Please note: Approval of improvement plans DOES NOT constitute a bond reduction for work done prior to recordation of the Final Map

UPON PROJECT CONSTRUCTION COMPLETION (*Subject to approval by City Inspection*) AND PRIOR TO CITY ISSUANCE OF A “NOTICE OF COMPLETION”, THE FOLLOWING ITEMS SHALL BE FILED WITH THE ENGINEERING DIVISION:

- Lot Pad Certification block signed on Grading Sheet: 1 set of full size bond, 1 set of 11X17” bond, and pdf format
- 1 set of record drawing plans for review and approval by City inspection in pdf format
- Monuments to be set per the Final or Parcel Map & their placement verified by City Inspection

B. FINAL MAPS (PER CHAPTER 16.24, ROCKLIN MUNICIPAL CODE)

	5 sets of Final Map on 18" x 26" sheets (Planning File # on map)
	Final Map checking fee: \$8,009.00 (Fee Schedule F)
	Boundary, lot and street closures
	Preliminary Title Report (not more than 6 months old) with pdf copy provided with hyperlinks to documents
	Other pertinent documents as deemed required by the City Engineer

AT PROJECT COMPLETION PROVIDE: A full size mylar copy and an electronic copy of the map in a pdf format

C. PARCEL MAPS (PER CHAPTER 16.20, ROCKLIN MUNICIPAL CODE)

	4 sets of Parcel Map on 18" x 26" sheets (Planning file # on map)
	Final Commercial Parcel Map Check: \$5,799.00 (Fee Schedule F)
	Final Residential Parcel Map Check: \$2,407.00 (Fee Schedule F)
	Boundary & parcel closures
	Preliminary Title Report (not more than 6 months old) with pdf copy provided with hyperlinks to documents
	Other pertinent documents as required

AT PROJECT COMPLETION PROVIDE: A full size mylar copy and an electronic copy of the map in a pdf format