



# City of Rocklin

Department of Community Development  
Engineering Services  
3970 Rocklin Rd, Rocklin CA 95677 (1<sup>st</sup> floor, City Hall)

## REQUEST FOR IMPROVEMENT PLAN CHECK

(INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED)

**For fees, please refer to current City of Rocklin Fee Schedule, found on City website**

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:		
Title:	Firm:	
Email:	Phone#	
Owner:	Submittal Date:	

### SUBDIVISIONS/MULTI-FAMILY/COMMERCIAL/INDUSTRIAL

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

**\*PRIOR TO PRINTING COPIES OF THE REQUIRED DOCUMENTS BELOW, EMAIL A PDF OF APPLICATION, PLANS AND ENGINEER'S ESTIMATE OF PROBABLE COSTS TO THE CITY AT: [LYNN.TOTH@ROCKLIN.CA.US](mailto:LYNN.TOTH@ROCKLIN.CA.US), and [ASHLEY.DORENDORF@ROCKLIN.CA.US](mailto:ASHLEY.DORENDORF@ROCKLIN.CA.US)**

	2 full size set of plans and an electronic copy of full submittal
	<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"> <li><input type="checkbox"/> Name, address and telephone number of the project developer</li> <li><input type="checkbox"/> Conditions of Approval from the Final Signed Planning Department Entitlements shall be included in the Notes Section of the improvement plans</li> <li><input type="checkbox"/> Separate Fire Water Plan with applicable information as required by the City Fire Department</li> <li><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)</li> <li><input type="checkbox"/> Separate Landscaping Exhibit sheet with clear denotation of private versus public (City owned) landscaped areas as applicable</li> </ul>

	1 copy (and a pdf) of Engineer's cost estimate breakdown of improvements included on the plans (Including private and public landscaping/irrigation, but <b>not</b> including sewer and PCWA maintained water system. IF the onsite water will be privately maintained, include.) with 10% contingency added. **Provide updated estimate with FINAL plan submittal
	1 hard copy set and a pdf of storm drain calculations and watershed map
	1 hard copy and a pdf of soils report
	1 hard copy set and a pdf of structural calculations for retaining walls and sound walls
	PDF copies of Utility Letters showing transmittal of preliminary Improvement Plans to Utility companies
	100% of plan check fee deposit based on Engineer's estimate per City Fee Schedule Community Development Engineering Department (Any balance (if applicable) of plan check fee will be due prior to approval of improvement plans) <b>Any reviews beyond the 3<sup>rd</sup> plan check will be charged at an hourly rate</b>
	100% of Inspection Fee Schedule (prior to approval of final improvement plans)

**IF ANNEXING INTO A CFD PLEASE PLAN ACCORDINGLY AS THE REVIEW AND APPROVAL TIMELINE IS ROUGHLY 90 DAYS. CONTACT MEGAN IN THE FINANCE DIVISION AT [MEGAN.BRESSAM@ROCKLIN.CA.US](mailto:MEGAN.BRESSAM@ROCKLIN.CA.US) AS SOON AS POSSIBLE.**

**APPLICANT IS RESPONSIBLE FOR SUBMITTING IMPROVEMENT PLANS TO SPMUD AND PCWA FOR REVIEW AND FORWARDING AGENCY COMMENTS TO ENGINEERING.**

**IMPROVEMENT PLAN APPROVAL SIGN-OFF REQUIREMENTS-PROVIDE PDF OF PLANS TO THE FOLLOWING:**

1. SPMUD and PCWA sign-offs
2. City Fire Dept sign-off
3. City Engineer sign-off
4. Geotechnical Engineer sign-off (if applicable)

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

- 2 sets of full-size bonds (3 full size bond required if project has public landscaping)
- 2 sets of 11X17" bonds
- PDF FORMAT: **Plans, Soils Report, Storm Water Maintenance Report, and Final Drainage Report** via email link – **external drives cannot be accepted**

*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(s): 1 set of full-size bonds, 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 if applicable, and their placement verified by City Inspection

**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)*

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