



Development Services Department
 Engineering - Land Development
 311 Vernon Street
 Roseville, California 95678-2649

Improvement Plan Document Submittal Checklist

Process:

Improvement Plan applications must include the documents listed below in an electronic format, i.e. *.pdf, *.xls, etc. Applications will be reviewed for completeness and upon acceptance, City staff will review the submitted documents within the designated review times. Improvement Plan submittal comments can be expected in approximately twenty (20) business days for the first review, fifteen (15) business days for second review, and ten (10) business days for any additional reviews, however, review times can vary dependent upon the number of applications before the City. ***Applications submitted without the required documents and payments are not required to be accepted for processing.***

Required Documents	Electronic Submittal Document Type
Civil Improvement Plan Review – Permit Application Form	Documents
Electronic/Digital Signature Disclosure Form*	Documents
Conditions of Approval	Documents
Tentative Map and/or Site Plan	Documents
Engineer’s Cost Estimate	Documents
Signed Concurrent Review Application Form**	Documents
Improvement Plans (Including Landscape Plans for commercial projects)	Plans
Soils Report	Documents
Storm Drain Report with Calculations and Shed Maps***	Technical Documents
Fire System Hydraulic Calculations (Commercial only)	Documents
Structural Calculations (Trash enclosures due w Commercial only)	Documents

* One form required for each different signature.

** Only applicable when submitting an Improvement Plan for review concurrent with Planning Entitlement Review.

*** Does not apply to Grading Plans.

Required Payments:

- Plan Check & Inspection Deposit = 2.5% of the Engineer’s Cost Estimate
- Technology Fee = 3% of Plan Check & Inspection Deposit