



**PUBLIC WORKS
DEPARTMENT
LAND DEVELOPMENT**
7351 Rosanna St, Gilroy, CA 95020
Visit us: www.cityofgilroy.org

**SITE IMPROVEMENT
PLANS CHECKLIST**

GENERAL INFORMATION

| | | | | | |
|--------------------------------|----------------------------------|---------------------------------|-------------------------|---------------|--------------|
| PROJECT INFORMATION | Date: | () 1st Check | () 2nd Check | () 3rd Check | () __ Check |
| | Project Name: | | | | Tract No. |
| | Site Address: | | | | APN: |
| | Developer: | Developer Representative: | | | |
| | Developer Phone No. & Email: | | | | |
| | Engineer: | Engineer In Responsible Charge: | | | |
| | Engineer Phone No. & Email: | | | | |
| | Acreage: | # of Lots: | # of Units: | | |
| | Residential: __ Low Density | __ High Density | Frontage Foot Distance: | | |
| | Commercial / Industrial Projects | | | | |
| Building Use: | | Building Square Footage: | | | |

SUBMITTAL REQUIREMENTS

All items below must be included and checked off by the Civil Engineer In Responsible Charge. Submittals must be made in person at the Public Works, Engineering Counter, and by appointment only. At the time of submittal, the City's Project Engineer shall review and confirm that all of the following items have been included. Submittals will not be allowed if items below are missing or incomplete.

| | | |
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| APPLICATION | 1. Transmittal stating purpose of submittal and listing all submittal items | <input type="checkbox"/> |
| | 2. Responses to Conditions of Approval (COA's). Responses to all COA's must be detailed and describe how items were addressed. Incomplete responses such as "done" or "addressed" will not be accepted and will prevent / delay plan submittal. | <input type="checkbox"/> |
| | 3. Responses to Comments: Responses to all comments and redlines must be detailed and describe how items were addressed. Incomplete responses such as "done" or "addressed" will not be accepted and will delay plan review/approval. | <input type="checkbox"/> |
| | 4. Full set of ON-Site Improvement Plans Hard Copy (4 full size & 4 half size) | <input type="checkbox"/> |
| | 5. Full set of OFF-Site Improvement Plans Hard Copy (4 full size & 4 half size) | <input type="checkbox"/> |
| | 6. Complete set of technical reports studies Hard Copy (1 copy) | <input type="checkbox"/> |
| | 7. Final Map or Parcel Map Plans Hard Copy (1 full size). Include map references, Closure Calculations, Title Report less than 6 months from date of submittal | <input type="checkbox"/> |
| | 8. Excel files of detailed and itemized cost estimate for all improvements | <input type="checkbox"/> |
| | 9. PDF files of items 1 - 8 above, submitted in a thumb drive. Organize files accordingly in electronic folders, in the order as identified above. | <input type="checkbox"/> |
| | 9. Check / payment made out to City of Gilroy | <input type="checkbox"/> |
| | 10. City of Gilroy Encroachment Permit is required for any work within the public right of way. | <input type="checkbox"/> |
| 11. Redline Comments | <input type="checkbox"/> | |

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| TECHNICAL REPORTS, STUDIES, & CALCULATIONS | specified in the City Standards | <input type="checkbox"/> |
| | 2. Storm Drain Hydraulic Study and Calculations | <input type="checkbox"/> |
| | 3. Site Distance Analysis (Where Applicable) | <input type="checkbox"/> |
| | 4. Sewer study and Calculations | <input type="checkbox"/> |
| | 5. Water study and Calculations | <input type="checkbox"/> |
| | 6. Stormwater Management Plan Report (incl. summary, calcs, exhibits BMP Data RAM Report Sheets & Benchmark Forms) | <input type="checkbox"/> |
| | 7. Preliminary Title Report (dated within 6 months of submittal) including all property encumbrances documents | <input type="checkbox"/> |
| | 8. FEMA Flood information | <input type="checkbox"/> |
| | 9. Detailed and itemized Engineers Estimate to include 15% contingency | <input type="checkbox"/> |
| | 10. Other: _____ | <input type="checkbox"/> |

SUBDIVISION MAPS (if applicable)

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|------------------|--|--------------------------|
| FINAL MAP | 1. Application: Final Map or Parcel Map | <input type="checkbox"/> |
| | 2. Final Map or Parcel Map | <input type="checkbox"/> |
| | 3. Closure Calculations | <input type="checkbox"/> |
| | 4. Map References & Documents | <input type="checkbox"/> |
| | 5. Title Report - must be dated within 6 months of initial submittal | <input type="checkbox"/> |
| | 6. Redlines | <input type="checkbox"/> |
| | 7. Detailed responses to comments and redlines. | <input type="checkbox"/> |

OTHER AGENCY REVIEWS (to be coordinated by the applicant)

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| OTHER AGENCY REVIEWS | 1. Encroachment review comments by County (if applicable) | <input type="checkbox"/> |
| | 2. Encroachment review comments by Caltrans (if applicable) | <input type="checkbox"/> |
| | 3. Encroachment review comments by Valley Water (if applicable) | <input type="checkbox"/> |
| | 4. Encroachment review comments by VTA (if applicable) | <input type="checkbox"/> |
| | 5. Other (Specify): _____ | <input type="checkbox"/> |

SHEET REQUIREMENTS - GENERAL

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| SECTION 1 | 1. Sheet size is 24" x 36" with 2" space on left side of border and 1" space on right side | <input type="checkbox"/> |
| | 2. Plans shall be legible when printed true half size | <input type="checkbox"/> |
| | 3. Title Block/Border of each sheet (contains as a minimum): | <input type="checkbox"/> |
| | a. Design Engineer's signature block | <input type="checkbox"/> |
| | b. Design Engineer's seal, R.C.E. number and <u>original wet signature</u> | <input type="checkbox"/> |
| | c. Name of Subdivision | <input type="checkbox"/> |

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| GENERAL | d. Sheet Name | <input type="checkbox"/> |
| | 4. Verification of Land right and easements for Improvements | <input type="checkbox"/> |
| | 5. City Standard Details referenced correctly | <input type="checkbox"/> |
| | 6. Plan Scale Bar | <input type="checkbox"/> |
| | 7. North Arrow | <input type="checkbox"/> |

SHEET REQUIREMENTS - TITLE SHEET

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|----------------------------------|---|--------------------------|
| SECTION 2 TITLE SHEET | 1. Location Map with North Arrow | <input type="checkbox"/> |
| | 2. Vicinity Map with North Arrow | <input type="checkbox"/> |
| | 3. Geotech Signature block and statement | <input type="checkbox"/> |
| | 4. Benchmark shown with reference to an approved City benchmark | <input type="checkbox"/> |
| | 5. FEMA Flood Map information (Zone, Panel #, Panel Date, etc.) | <input type="checkbox"/> |
| | 6. Sheet Index, including all sheets from all disciplines. | <input type="checkbox"/> |
| | 7. Symbol Legend | <input type="checkbox"/> |
| | 8. Abbreviations Legend | <input type="checkbox"/> |
| | 9. City of Gilroy general approval note and City Engineer's signature block | <input type="checkbox"/> |
| | 10. City Datum and Bench Mark information | <input type="checkbox"/> |
| | 11. City Standard Details referenced correctly | <input type="checkbox"/> |
| | 12. Table of ownership, inspection, and maintenance responsibility | <input type="checkbox"/> |
| | 13. List of City Standard Details | <input type="checkbox"/> |
| | 14. WD ID# | <input type="checkbox"/> |
| | 15. Lots and Lot Numbers | <input type="checkbox"/> |
| | 16. All Right of Way | <input type="checkbox"/> |
| | 17. Project Limits | <input type="checkbox"/> |
| | 18. Street Names | <input type="checkbox"/> |

SHEET REQUIREMENTS - EXISTING SITE PLAN

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| SECTION 3 EXISTING SITE PLAN | 1. Existing boundaries, bearings, and distances. | <input type="checkbox"/> |
| | 2. Existing topography. Topo shall extend 100' minimum past the limits of construction. | <input type="checkbox"/> |
| | 3. Project APN. APN's and property owners for all adjacent property owners, and existing APN's | <input type="checkbox"/> |
| | 4. Existing abutting right of ways, easements & street names | <input type="checkbox"/> |

SHEET REQUIREMENTS - PROPOSED SITE PLAN

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| | 1. Project boundaries, bearings and distances | <input type="checkbox"/> |
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| SECTION 4 PROPOSED SITE PLAN | 2. Phase boundaries (if applicable) | <input type="checkbox"/> |
| | 3. Lots, lot numbers, and lot areas | <input type="checkbox"/> |
| | 4. New abutting right of ways, easements & street names | <input type="checkbox"/> |
| | 5. Street names (Labeled as "Public" or "Private") | <input type="checkbox"/> |
| | 6. Easements identified, labeled, and widths indicated | <input type="checkbox"/> |

SHEET REQUIREMENTS - STREET CROSS SECTIONS FOR WIDENING PROJECTS

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| SECTION 5 STREET SECTIONS | For projects that are widening existing street paved areas, include cross sec sections at every 25' intervals. Show existing ground, proposed elevation, existing and proposed road sections, | <input type="checkbox"/> |
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SHEET REQUIREMENTS - GRADING PLANS

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| SECTION 6.A GRADING PLANS | 1. Erosion control plan | <input type="checkbox"/> |
| | 2. Existing elevations and contours shown. | <input type="checkbox"/> |
| | 3. Existing and proposed storm drain lines and structures shown. | <input type="checkbox"/> |
| | 4. Proposed pad grades & lot numbers shown. Minimum grade of lots 1% | <input type="checkbox"/> |
| | 5. Lowest Floor shall be minimum 1' above calculated high water point or FIRM base flood elevation, whichever is greater. See Design Standards for further details. | <input type="checkbox"/> |
| | 6. Retaining walls and sound walls shown include top of wall, finished grade high, and finished grade low. A separate retaining wall sheet shall be included if site has multiple | <input type="checkbox"/> |
| | 7. Section of typical lot shows property lines and slopes/grades. | <input type="checkbox"/> |
| | 8. Elevations at rear of lots shown. | <input type="checkbox"/> |
| | 9. Elevation of surrounding lots shown. | <input type="checkbox"/> |
| | 10. Shows grading required for off-site drainage. | <input type="checkbox"/> |
| | 11. Profile shows back-of-curb/sidewalk and original ground. | <input type="checkbox"/> |
| | 12. Grading conforms to adjacent properties and does not create possible adverse effects on future development. | <input type="checkbox"/> |

GRADING PLANS (CONTINUE)

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| SECTION 6.A GRADING PLANS (CONTINUE) | 13. Drainage does not occur across lot lines. Lots shall drain to streets | <input type="checkbox"/> |
| | 14. Boundary cross sections, minimum 2 sections per boundary side. Show new improvements, existing ground, new elevations, conforms. Label all items. | <input type="checkbox"/> |
| | 15. All slopes are maximum 2:1 or per Soils Report. | <input type="checkbox"/> |
| | 16. Show overland release and direction of flow. | <input type="checkbox"/> |

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| SECTION 6.B | 1. Runoff and volume calculations per City Design Standards. | <input type="checkbox"/> |
| | 2. High water level shown on basin section. | <input type="checkbox"/> |
| | 3. Basin bottom 5' above water table unless statement from soils Engineer indicates range of depths, then 2' minimum allowed. | <input type="checkbox"/> |
| | 4. Outfall protection using rip-rap required. | <input type="checkbox"/> |

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| SECTION 7.A STREETS PLAN VIEWS | 10. All offset distances measured from centerline | <input type="checkbox"/> |
| | 11. Lot/parcel lines and numbers/letters shown. | <input type="checkbox"/> |
| | 12. Cul-de-sac cross slopes from high point to gutter lip - .025 min. | <input type="checkbox"/> |
| | 13. Rim and invert elevation and station given at all drainage structures. | <input type="checkbox"/> |
| | 14. Top of Curb elevation and station at property line extensions. | <input type="checkbox"/> |
| | 15. Top of Curb elevation and station at grade breaks and at curb returns. | <input type="checkbox"/> |
| | 16. 0.0050 minimum slope observed on all streets at curb line with | <input type="checkbox"/> |
| | 17. Minimum 0.2 foot fall around returns. | <input type="checkbox"/> |
| | 18. Location of underground pipes and utilities shown. | <input type="checkbox"/> |
| | 19. Fire hydrant and electrolier per Standard Detail. | <input type="checkbox"/> |
| | 20. Street monuments shown. | <input type="checkbox"/> |
| | 21. Street names shown. | <input type="checkbox"/> |
| | 22. Lot numbers on improvement plans match lot numbers on Final Map | <input type="checkbox"/> |
| | 23. All notes and standard symbols conform to legend. | <input type="checkbox"/> |
| | 24. All ex. Utility poles, manholes, valves, signs, mail, boxes, trees, etc. shown. Indicates those to be removed, relocated or adjusted to grade. | <input type="checkbox"/> |
| | 25. Continuations and cross streets properly referenced (see sheet #) | <input type="checkbox"/> |
| | 26. Street knuckles are per Standard Detail. | <input type="checkbox"/> |

SHEET REQUIREMENTS - STREETS CONTINUE

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| SECTION 7.A CONTINUE STREETS PLAN VIEWS | 27. Street signs, traffic signs and barricades shown in proper locations. | <input type="checkbox"/> |
| | 28. Driveway locations & stationing shown in proper locations. | <input type="checkbox"/> |
| | 29. Shows existing manholes, water valves and other facilities to be adjusted to grade. | <input type="checkbox"/> |
| | 30. easements identified, labeled, and widths indicated | <input type="checkbox"/> |
| | 31. Trash can pad for roads less than 30' wide | <input type="checkbox"/> |
| | 32. North arrow shown for each plan view area. | <input type="checkbox"/> |

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| B. PROFILES | |
| 1. Vertical curves designed for proper speeds per Highway Design Manual. | <input type="checkbox"/> |
| 2. Minimum vertical curve lengths observed. | <input type="checkbox"/> |
| 3. Vertical scale 1" = 2' or 1" = 4' | <input type="checkbox"/> |
| 4. Vertical curves used for grade-breaks where algebraic difference exceeds 1% | <input type="checkbox"/> |
| 5. Cul-de-sac: show profiles @ centerline through radius point to TC at end of cul-de-sac. | <input type="checkbox"/> |

SHEET REQUIREMENTS - STORM DRAIN

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| <p>SECTION 10</p> <p>STORM DRAIN</p> | 1 | Calculations conform to City Design Standards. Underground system designed to handle a 10-year storm, streets designed to carry a 100-year storm | <input type="checkbox"/> |
| | 2 | Tributary drainage system designed to connect to City's future storm drainage system and conforms to Storm Drainage Master Plan. | <input type="checkbox"/> |
| | 3 | Calculations shall include: HGL, FL EI, Q, A, S, V, freeboard at structures, structure losses, and tailwater assumptions. | <input type="checkbox"/> |
| | 4 | Adequacy of in-tract and off-tract drainage system verified. | <input type="checkbox"/> |
| | 5 | All starting water surface calculations adequately verified. | <input type="checkbox"/> |
| | 6 | All pipe in tributary areas labeled to correspond with calculations. | <input type="checkbox"/> |
| | 7 | Show the HGL on the pipe profile. | <input type="checkbox"/> |
| | 8 | Minimum slope for flow of 2 fps. Size (15" min. laterals & 18" min. mains), | <input type="checkbox"/> |
| | 9 | Manhole inverts and rim elevations shown along with catch basin invert elevations | <input type="checkbox"/> |
| | 10 | Matches hydraulic/hydrology calculations | <input type="checkbox"/> |

SHEET REQUIREMENTS - SANITARY SEWERS

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| <p>SECTION 9</p> <p>SANITARY SEWER</p> | 1 | System in agreement with approved tentative map and master plan. | <input type="checkbox"/> |
| | 2 | Design & Calculations conforms to City Design Standards and Details. | <input type="checkbox"/> |
| | 3 | Adequate cover 5' min to finished grade. | <input type="checkbox"/> |
| | 4 | Minimum horizontal and vertical clearances from water main. | <input type="checkbox"/> |
| | 5 | Pipe size, type, slope, and length between structures shown. | <input type="checkbox"/> |
| | 6 | Connection to existing facilities shown. Manhole installed when tying to existing lines. | <input type="checkbox"/> |
| | 7 | Where sewer line extension is possible, do proposed lines extend to at least the subdivision boundary? | <input type="checkbox"/> |
| | 8 | Station and invert & top of manhole elevations shown. | <input type="checkbox"/> |
| | 9 | Sizes of existing lines shown. | <input type="checkbox"/> |
| | 10 | 400' maximum distance form manhole to manhole and 250' from manhole to clean out (at end of line). | <input type="checkbox"/> |
| | 11 | Minimum 2 fps velocity, 10 fps maximum. | <input type="checkbox"/> |
| | 12 | 0.1' drop around corner through manhole, or matches soffit elevation. | <input type="checkbox"/> |
| | 13 | Bolted manhole covers for any off street manholes. | <input type="checkbox"/> |

- 14 In unimproved area, manholes extended 1' above ground.
- 15 Elevations, slopes and distances all mathematically correct.
- 16 Minimum vertical and horizontal distances to water lines maintained.
- 17 Show the HGL on pipe profile.