

Land Development Counter Submittal Requirements

41000 Main Street
Temecula, CA 92590
Phone: 951-694-6444



www.temeculaca.gov

Legend:

COA –	Conditions of Approval	RGP –	Rough Grading Plan
LS –	Licensed Surveyor	SFR –	Single Family Residence
PA –	Planning Application	TCP –	Traffic Control Plan
PGP –	Precise Grading Plan	WQMP –	Water Quality Management Plan
RCE –	Registered Civil Engineer		

Websites:

- For all pertinent documents, including this form, refer to the City’s website under “Useful Documents” at: <https://temeculaca.gov/375/Land-Development-Services> or “Apps, Forms & Handouts” at: <https://temeculaca.gov/321/Apps-Forms-Handouts>
- For additional information, refer to the City’s Engineering & Construction Manual at: <https://temeculaca.gov/276/Engineering-Construction-Manual>
- All submittals listed must be prepared by a RCE, unless otherwise noted.
- All plan submittals must be full size, 24” x 36” and include a construction plan, water pollution control plan and a horizontal control sheet.

A. GRADING

1. PERMIT ISSUANCE

a. PERMIT ISSUANCE REQUIREMENTS

- All applicable clearances
- Payment of all fees
- Report(s), as applicable
- Two **(2)** sets of approved plan and a CD of the plan (in .tiff format)

2. SUBMITTALS FOR TYPES OF GRADING PLANS

a. MASS/ROUGH GRADING PLAN; COMMERCIAL/INDUSTRIAL PGP; AND PARKS

Note: i) PA must be approved **prior to acceptance** of submittal; provide PA #.

ii) For RGP, submit all other required submittals such as final map, street improvement plan, storm drain improvement plan, etc. per the approved COA.

- Transmittal cover letter (with complete contact info)
- Completed [Grading Permit Application](#)
- Six **(6)** sets of Plans (Please use City Title Block found on [City Website](#) under useful documents)
- One **(1)** copy of a Soils Report (prepared by a Soils/Geotechnical Engineer)
- One **(1)** copy of a Hydrology Study
- One **(1)** copy of the WQMP
- One **(1)** copy of the Preliminary Title Report (not over 30 days old)
- Completed On-Site Construction Security Worksheet
- Plan check fee

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b. TRACT MODEL HOME COMPLEX/TEMPORARY SALES TRAILER PGP

Note: PA must be approved **prior to acceptance** of submittal; provide PA #.

- Transmittal cover letter (with complete contact info)
- Six (6) sets of Plans (Please use City Title Block found on [City Website](#) under useful documents)
- Completed On-Site Construction Security Worksheet
- Plan check fee

c. TRACT PGP

Note: i) Home Produce Review PA must be approved **prior to acceptance** of submittal; provide PA #.

ii) Final Tract/Parcel Map must be approved **prior to acceptance** of submittal

- Transmittal cover letter (with complete contact info)
- Completed [Grading Permit Application](#)
- Six (6) sets of Plans (Please use City Title Block found on [City Website](#) under useful documents)
- One (1) copy of the approved WQMP
- Completed On-Site Construction Security Worksheet
- Plan check fee

d. CUSTOM SINGLE FAMILY RESIDENCE (SFR) GRADING PLAN

Note: Septic system must be approved by [Co. Dept. of Environmental Health](#),
prior to permit issuance

- Transmittal cover letter (with complete contact info)
- Completed [Grading Permit Application](#)
- One (1) copy of the Preliminary Title Report (not over 30 days old)
- Gross Property Boundary Exhibit with Closure Calculations (calculated by a RCE or PLS)
- Six (6) sets of Plans (Please use City Title Block found on [City Website](#) under useful documents)
- One (1) copy of a Soils Report (prepared by a Soils/Geotechnical Engineer)
- One (1) copy of a Hydrology Study
- One (1) copy of the WQMP
- Proof of septic system by [Co. Dept. of Environmental Health](#)
- Completed On-Site Construction Security Worksheet
- Plan check fee

e. BORROW SITE/STOCKPILE GRADING PLAN

- Transmittal cover letter (with complete contact info)
- Completed [Grading Permit Application](#)
- One (1) copy of the Preliminary Title Report (not over 30 days old)
- Six (6) sets of Plans (Please use City Title Block found on [City Website](#) under useful documents)
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f. ADMINISTRATIVE CLEARING

- Transmittal cover letter (with complete contact info)
- Completed [Grading Permit Application](#)
- Two **(2)** sets of Plans (Please use City Title Block found on [City Website](#) under useful documents)
- Plan check fee

3. SUBMITTALS FOR TYPES OF GRADING PLAN REVISIONS

a. MASS/ROUGH GRADING PLAN REVISION; COMMERCIAL/INDUSTRIAL PGP REVISION;
AND CUSTOM SFR PLAN REVISION

- Transmittal cover letter (with complete contact info)
- Six **(6)** sets of Plans with revisions in red ink overlaid on the approved **signed** plans
- Updated Soils Report (prepared by a Soils/Geotechnical Engineer, may be required)
- Completed On-Site Construction Security Worksheet
- Plan check fee

b. TRACT PGP REVISION

- Transmittal cover letter (with complete contact info)
- Six **(6)** sets of Plans with revisions in red ink overlaid on the approved **signed** plans
- Plan check fee

c. BORROW SITE/STOCKPILE GRADING PLAN REVISION

- Transmittal cover letter (with complete contact info)
- Six **(6)** sets of Plans with revisions in red ink overlaid on the approved **signed** plans
- Plan check fee

B. HAUL ROUTE

1. PERMIT ISSUANCE

a. PERMIT ISSUANCE REQUIREMENTS

- Transmittal cover letter (with complete contact info)
- Completed [Haul Route Permit Application](#)
- Two **(2)** sets of Haul Route plan
- TCP (as required) at a minimum shall include
 - i. Origin/destination of the haul route
 - ii. Frequency/no. of trucks involved
 - iii. Location/no. of certified flaggers, if required
- Schedule of work and quantity of material hauled
- Permit fee (see current fee schedule)

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C. ENCROACHMENT

1. PERMIT ISSUANCE

a. PERMIT ISSUANCE REQUIREMENTS

- Transmittal cover letter (with complete contact info)
- All applicable clearances (i.e. approved utility plans)
- Completed [Encroachment Permit Application](#)
- Balance of all permit issuance, plan check and inspection fees
- Two **(2)** sets of approved TCP, as required
- Liability insurance
- Proof of City Business License, for all parties involved
- Proof of Contractor's License
- Two **(2)** sets of approved construction plans and a CD of the plans (in .tiff format)
Note: CD not applicable to traffic control or utility plans.

2. SUBMITTALS FOR TYPES OF CONSTRUCTION PLANS

a. STREET/STORMDRAIN IMPROVEMENT PLAN

- Transmittal cover letter (with complete contact info)
- Six **(6)** sets of Plans (Please use City Title Block found on [City Website](#) under useful documents)
- One **(1)** copy of a Hydrology/Hydraulics Study
- One **(1)** copy of the WQMP
- Completed Off-Site Construction Security Worksheet
- Approved TCP, as required
- Two **(2)** sets of Sewer and Water Improvement Plans (for reference)
- Plan check fee

b. TRAFFIC CONTROL PLAN

- Transmittal cover letter (with complete contact info)
- Two **(2)** sets of Plans
- Plan check fee

c. TRAFFIC SIGNING AND STRIPING PLAN

- Same as TRAFFIC CONTROL PLAN requirements above in 2.c.
- Completed Off-Site Construction Security Worksheet

d. TRAFFIC SIGNAL IMPROVEMENTS

- Transmittal cover letter (with complete contact info)
- Two **(2)** sets of Plans
- Completed Off-Site Construction Security Worksheet

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- One **(1)** copy of Special Provisions (specifications)
- Plan check fee

e. STREET LIGHTS

Please call Land Development at (951)694-6444

f. SLOPES/MEDIANS

- Transmittal cover letter (with complete contact info)
- Completed [Encroachment Permit Application](#)
- Three **(3)** sets of Plans
- One **(1)** copy of a Soils Report (prepared by a Soils/Geotechnical Engineer)
- One **(1)** copy of a Hydrology Study
- One **(1)** copy of the WQMP
- Completed Off-Site Construction Security Worksheet
- Plan check fee

3. SUBMITTALS FOR CONSTRUCTION PLAN REVISIONS

a. STREET/STORM DRAIN IMPROVEMENT PLAN REVISION

- Transmittal cover letter (with complete contact info)
- Six **(6)** sets of Plans with revisions in red ink overlaid on the approved **signed** plans
- Completed Off-Site Construction Security Worksheet
- Plan check fee

D. MAPS

1. TRACT/PARCEL MAPS

a. SUBMITTAL REQUIREMENTS

Note: PA for the Tentative Map must be approved **prior to acceptance** of submittal; provide PA #.

- Transmittal cover letter (with complete contact info)
- Six **(6)** sets of Plans (prepared by a PLS)
- One **(1)** copy of Closure Calculations
- One **(1)** copy of the Preliminary Title Report with all supporting documents/instruments (not over 30 days old)
- One **(1)** copy of **all** reference maps & material used to prepare the map
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E. LEGAL DOCUMENTS

1. LEGAL DOCUMENT SUBMITTALS

Are as follows: [Certificate of Compliance](#); [Certificate of Correction](#); [Easement](#);
[General Vacation](#); [Lot Line Adjustment](#); [Parcel Merger Certificate](#);
[Right-of-Way Dedication](#); and [Summary Vacation](#)

a. SUBMITTAL REQUIREMENTS

- Transmittal cover letter (with complete contact info)
- Two **(2)** copies of Legal Description with plat (prepared by a PLS)
- One **(1)** copy of Closure Calculations
- One **(1)** copy of the Preliminary Title Report with all supporting documents/instruments (not over 30 days old)
- Plan check fee