Land Development Submittal Requirements

LEGEND:

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

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
      - 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
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
   - Completed On-Site Construction Security Worksheet
   - Plan check fee

   Note:
   - Prior to acceptance of submittal; provide PA #.

   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
   - 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
   - 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
   - Completed On-Site Construction Security Worksheet
   - Plan check fee
f. ADMINISTRATIVE CLEARING
   □ Transmittal cover letter (with complete contact info)
   □ Completed Grading Permit Application
   □ Two (2) sets of Plans
   □ 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)
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
      - 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
      - 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
   □ Plan check fee
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