

# Land Development 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>
- 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.

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## **A. GRADING**

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### **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
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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
- 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
- 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
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- 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

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## B. HAUL ROUTE

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### 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

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### 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

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- 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

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## D. MAPS

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### 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

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## E. LEGAL DOCUMENTS

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### 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