

# 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> 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.

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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

### 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.

- Completed [Grading Permit Application](#)
- Set of Plans (Please use City Title Block found on [City Website](#) under useful documents)
- Copy of a Soils Report (prepared by a Soils/Geotechnical Engineer)
- Copy of a Hydrology Study
- Copy of the WQMP
- Copy of the Preliminary Title Report (not over 30 days old)
- Completed [On-Site Construction Security Worksheet](#)
- Completed [Digital Signature Authorization](#)
- Initial 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 #.

- Set of Plans (Please use City Title Block found on [City Website](#) under useful documents)
- Completed [On-Site Construction Security Worksheet](#)
- Initial 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

- Completed [Grading Permit Application](#)
- Set of Plans (Please use City Title Block found on [City Website](#) under useful documents)
- Copy of the approved WQMP
- Completed [On-Site Construction Security Worksheet](#)
- Initial 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**

- Completed [Grading Permit Application](#)
- Copy of the Preliminary Title Report (not over 30 days old)
- Set of Plans (Please use City Title Block found on [City Website](#) under useful documents)
- Copy of a Soils Report (prepared by a Soils/Geotechnical Engineer)
- Copy of a Hydrology Study
- Copy of the WQMP
- Proof of septic system by [Co. Dept. of Environmental Health](#)
- Completed [On-Site Construction Security Worksheet](#)
- Initial plan check fee

e. BORROW SITE/STOCKPILE GRADING PLAN

- Completed [Grading Permit Application](#)
- Copy of the Preliminary Title Report (not over 30 days old)
- Set of Plans (Please use City Title Block found on [City Website](#) under useful documents)
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f. ADMINISTRATIVE CLEARING

- Completed [Grading Permit Application](#)
- Set of Plans (Please use City Title Block found on [City Website](#) under useful documents)
- Initial 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

- Set 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](#)
- Initial plan check fee

b. TRACT PGP REVISION

- Set of Plans with revisions in red ink overlaid on the approved **signed** plans
- Initial plan check fee

c. BORROW SITE/STOCKPILE GRADING PLAN REVISION

- Set of Plans with revisions in red ink overlaid on the approved **signed** plans
- Initial plan check fee

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## B. HAUL ROUTE

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### 1. PERMIT ISSUANCE

a. PERMIT ISSUANCE REQUIREMENTS

- Completed [Haul Route Permit Application](#)
- Set of Haul Route plan (Please use City Title Block found on [City Website](#) under useful documents)
- 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

- All applicable clearances (i.e. approved utility plans)
- Completed [Encroachment Permit Application](#)
- Balance of all permit issuance, plan check and inspection fees
- Set of approved TCP, as required
- Liability insurance
- Proof of City Business License, for all parties involved
- Proof of Contractor's License
- Completed [Digital Signature Authorization](#)

### 2. SUBMITTALS FOR TYPES OF CONSTRUCTION PLANS

#### a. STREET/STORMDRAIN IMPROVEMENT PLAN

- Set of Plans, including Signing and Striping Plans (Please use City Title Block found on [City Website](#) under useful documents)
- Copy of a Hydrology/Hydraulics Study
- Copy of the WQMP
- Completed [Off-Site Construction Security Worksheet](#)
- Approved TCP, as required
- Set of Sewer and Water Improvement Plans (for reference)
- Initial plan check fee

#### b. TRAFFIC CONTROL PLAN

- Set of Plans
- Plan check fee

#### c. TRAFFIC SIGNAL IMPROVEMENTS

- Set of Plans (Please use City Title Block found on [City Website](#) under useful documents)
- Completed [Off-Site Construction Security Worksheet](#)
- Copy of Special Provisions (specifications)
- Initial plan check fee

#### d. STREET LIGHTS

- Set of Plans (Please use City Title Block found on [City Website](#) under useful documents)
- Copy of Street Improvement Plans

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e. SLOPES/MEDIANS

- Completed [Encroachment Permit Application](#)
- Set of Plans (Please use City Title Block found on [City Website](#) under useful documents)
- Completed [Off-Site Construction Security Worksheet](#)
- Initial plan check fee

### 3. SUBMITTALS FOR CONSTRUCTION PLAN REVISIONS

a. STREET/STORM DRAIN IMPROVEMENT PLAN REVISION

- Set 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 #.

- Set of Plans (prepared by a PLS - Please use City Title Block found on [City Website](#) under useful documents)
- Copy of Closure Calculations
- Copy of the Preliminary Title Report, with hyperlinks and all supporting documents/instruments (not over 30 days old)
- Copy of **all** reference maps & material used to prepare the map
- Initial 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

- Copy of Legal Description with plat (prepared by a PLS)
- Copy of Closure Calculations
- Copy of the Preliminary Title Report, with hyperlinks and all supporting documents/instruments (not over 30 days old)
- Plan check fee