

FIRST PLAN CHECK SUBMITTAL REQUIREMENTS FOR LAND DEVELOPMENT IMPROVEMENT PLANS AND FINAL MAPS

In order to properly process your submittal and to facilitate your plan review, please submit all of the applicable items below. It is our policy to review only complete submittals. Submittals that are not complete or do not contain the necessary references, documents, or supporting calculations may be delayed or rejected. All documents should be submitted electronically, using PDF format, at www.dpw.lacounty.gov/idd/. However, if you have already formally submitted a plan check package, please send the remaining submittal items to your plan checker via e-mail with a link to either your Drop Box account or a Formal Transfer Protocol (FTP) site. Be aware that any documents you try to submit through the web site, mentioned above, after a submittal will be rejected and not sent to your plan checker. For questions regarding this checklist, please contact the appropriate plan checking unit at (626) 458-4921.



Revised April 1, 2014

HYDROLOGY PLAN SUBMITTAL

1. Plan check fee in accordance with the latest fee schedule
2. Electronic copy of hydrology report stamped by a registered civil engineer containing:
 - a. Project Description
 - b. Pre-development vs. post-development flow and volume comparison chart
 - c. Hydrologic calculation output files for existing and proposed drainage conditions
 - d. Backup and reference materials
 - e. Water Quality analysis and calculations
3. Stamp and signature of a registered civil engineer on the hydrology report
4. Electronic copy of existing and proposed Hydrology maps separate from the report
5. All maps per County standards and containing the following:
 - a. Vicinity, key maps, Thomas Guide page, and grid number
 - b. Total off-site area tributary to site
 - c. Q's for each subarea and mainline design Q's
 - d. Drainage patterns for on-site drainage system
 - e. All existing and proposed drainage devices identified by name or number
 - f. Maintenance responsibility for all existing and proposed drainage devices
 - g. ΣQ , ΣA , and Velocity at locations where flows leave site
 - h. Table showing hydrologic design data
 - i. Location and ΣQ , ΣV , and ΣA treated for each water quality device
6. Stamp and signature of a registered civil engineer on the hydrology plans
7. Electronic copy of latest Tentative Map (if map has already been submitted, provide date of most recent plans)
8. Electronic copy of all analysis computer program files (e.g. WMS files, plan files not required)

STORM DRAIN PLAN SUBMITTAL

1. Engineer's construction cost estimate
2. Plan check fee in accordance with the latest fee schedule
3. Drain transfer fee in accordance with the latest fee schedule.
4. Document preparation fee in accordance with the latest fee schedule (if easements are required)
5. Electronic copy of storm drain plans
6. All plans must be per County standards. AutoCAD and Microstation versions of plan sheets are available for download at <http://ladpw.org/general/cad>. Plans must contain the following:
 - a. Vicinity, key maps, Thomas Guide page, and grid number
 - b. Bench mark
 - c. Storm water pollution control requirements
 - d. Hydraulic element table
 - e. Natural and finished ground surfaces including approximate limits and depth of removal and recompaction of unsuitable soils, per the Soils Engineer of record.
 - f. D-loads
 - g. Hydraulic grade lines, reach Qs, and reach velocities
 - h. Inlet and outlet facilities with complete details
 - i. Easement exhibit sheet with one continuous view (similar to key map)
 - j. All recommended mitigation measures, per the Soils Engineer of record
 - k. Total length of pipe contained within project
 - l. Total area to be dedicated to Los Angeles County Flood Control District (not including public right-of-way)
7. Stamp and signature of registered civil engineer on storm drain plans
8. Electronic copy of hydraulic calculation report containing:
 - a. Debris Production volumes and basin capacity calculations
 - b. WSPG input and output files for all lines and laterals
 - c. Catch basin capacity and v-depth calculations
 - d. Stamp and signature of registered civil engineer on hydraulic calculation report
9. Electronic copy of all analysis computer program files (e.g. WSPG files, plan files not required)
10. Electronic copy all supporting plans (if plans have already been submitted, provide date of most recent plans):
 - a. Grading Plan
 - b. Street Plans
 - c. Final Tract/Parcel Map
 - d. Storm Drain Soils report (Note: Approval from Geotechnical and Materials Engineering Division required prior to Storm Drain approval)
11. The Soils report submitted must specifically address the proposed storm drain. It must include sufficient subsurface exploration data, pertinent test results and analyses, which address and evaluates the site and the proposed storm drain plans. The report must comply with the provisions of "Manual for Preparation of Geotechnical Reports" prepared by County of Los Angeles, Department of Public Works. The Manual is available on the Internet at the following address: <http://dpw.lacounty.gov/gmed/manual.pdf>. (Note: Tract grading reports are not sufficient. An addendum soils report which specifically addresses the latest storm drain plans is required. This addendum report may utilize and compile results of previous subsurface exploration, as applicable.)
12. Stamp and signature of the Soils Engineer and Geologist of record on storm drain plans and hydraulic calculation report
13. Signed copy of "Attachment C"
14. Copy of all maintenance permits (if required)

GRADING PLAN SUBMITTAL

1. Completed grading plan check application.
2. Copy of the receipt showing fees paid for grading plan review. If plan check fee has not been paid, pay the fee within two weeks of the plan submittal or the submittal package may be rejected without review.
3. Document "A"
4. Document "B"
5. pdf of the grading plans
6. Earthwork volume exhibit and calculations signed and sealed by a registered C.E.
7. Drainage device cost estimate signed and sealed by a registered C.E.
8. Approved Tentative Map, Plot Plan, or Exhibit A
9. Conditions of approval or City resolution (if the project was Board approved, provide a copy of the final adopted findings and conditions)
10. Mitigation Monitoring Program report
11. Oak tree report and permit
12. Compliance matrix (an itemized list of conditions and, if applicable, mitigation measures that are required to be satisfied prior to grading plan approval, including improvement plan approval, construction, etc.)
13. Approved plot plan of the hauling route (for import/export more than 10,000 cy)
14. Approved hydrology study / SUSMP (if applicable) / LID
15. Hydraulic analysis for review with grading (including determination of flood hazard limits and impacts due to the proposed project, if applicable)
16. Conditional Letter of Map Revision (if grading work impacts or encroaches into the Federal Designated Flood Zone "A")
17. Soils and Geology Report including all addendums
18. Copy of the approved (stamped) set of grading plans from GMED
19. Copy of the most recent and/or approved storm drain plans
20. Copy of the most recent and/or approved road plans
21. Copy of the most recent and/or approved sewer plans
22. Copy of the most recent and/or approved water plans
23. Copy of the most recent landscaping plans
24. Copy of the most recent final map
25. Regional Planning approval [conformance with Title 21 (Subdivision Code) and Title 22 (Zoning Code)]
26. Parks and Recreation approval (Trails, Hiking trails, Horse trails, etc.)
27. Fire Department approval (for access, or if applicable, the fuel modification / landscape / irrigation plan)
28. Fish and wildlife permit or letter of non-jurisdiction
29. Army Corps of Engineers permit or letter of non-jurisdiction
30. Regional Water Quality Control Board permit or letter of non-jurisdiction
31. Coastal Development Permit, if applicable
32. Division of Oil and Gas permit or letter of non-jurisdiction

33. Department of Toxic Substances Control permit or letter of non-jurisdiction (when dealing with landfills and hazardous materials)
34. South Coast Air Quality Management District (AQMD) approval letter (sites with 50 acres of disturbed area or 5,000 cy or more of grading occurring at least 3 times during a 365 day period)
35. Antelope Valley AQMD, if applicable (residential development with a disturbed area of 10 acres or greater, commercial development with a disturbed area of 5 acres or greater, or any project that has 7,500 cy of grading or more within the Antelope Valley AQMD jurisdiction)
36. Environmental Programs Division approval (if project is located within 1,000 feet of a landfill)
37. Local Storm Water Pollution Prevention Plan (LSWPPP) (sites with disturbed areas of more than one acre)
38. Notice of Intent (NOI) / Waste Discharge Identification (WDID#) (for LSWPPP only)
39. Wet Weather Erosion Control Plan (WWECP), four sets at time of approval – for all plans from October 15th to April 15th
40. Approved Demolition Debris Recycling and Reuse Plan from Environmental Division
41. Bench Mark as recommended by the Survey Division
42. Record of Survey or other record document(s) showing existing monuments (plans must show and label existing monuments with the proposed disposition of each).
43. Offsite grading and drainage covenants, if applicable
44. Easements
45. If applicable, excavation / encroachment permit from Land Development Division, Permits Section, Los Angeles County Flood Control District, and / or from CALTRANS
46. Sewer Demolition permit from Building and Safety Division (for any existing septic tank or seepage pit to be abandoned)
47. Draft copy of Covenants, Conditions, and Restrictions (CC&Rs)
48. LID maintenance covenant
49. City Service Request, if project is located within City jurisdiction.

ROAD PLAN SUBMITTAL

1. Engineer's stamped and signed construction cost estimate.
2. Deposit or plan check fee in accordance with the latest fee schedule (to be paid within two weeks of submittal, otherwise plans may be rejected or the review delayed). Provide copy of the receipt
3. Conditions of Approval (City Resolution if a City project).
4. Tentative Map, Plot Plan, or Exhibit A.
5. pdf of the road plans
6. MSU Map (copy of final map with utilities shown in red)*.
7. Approved or direct check hydrology study, on a contour map, showing:
 - a. Areas in acres and all areas colored separately.
 - b. Run-off quantities at locations where concentrated flows enter or are removed from a street and at intersections where drainage is critical.
8. All supporting plans/maps:
 - a. Grading Plan
 - b. Storm Drain Plan
 - c. Final Map, or Deed Map if Deeded Street
 - d. Signing and striping plan, if being reviewed by Traffic and Lighting Division
 - e. Street Lighting Plan, if being reviewed by Traffic and Lighting Division
 - f. Traffic Signal Plan, if being reviewed by Traffic and Lighting Division
9. Cross-sections of adjacent existing streets, where applicable.
10. Bench Mark as recommended by the Survey Division of Public Works.
11. Record of Survey or other record document(s) showing existing monuments (plans must show and label existing monuments with the proposed disposition of each).
12. CBR Test approved by Geotechnical & Materials Engineering Division (required on all highways or where structural sections may be questionable).
13. City Service Request, if project is located within City jurisdiction.
14. Road deeds where right-of-way dedications are required (should be processed as a separate submittal and requires a deposit for fees).

*An MSU Map must be submitted when the street plans are submitted for new check for each tract or parcel map where there is construction in new right of way. The utility map is a print of the final map with existing utilities such as pipe lines, weir boxes, power poles, etc., shown in red and clearly located only in all right of way to be dedicated. A utility map is not required if there is no new right of way dedication. Do not show proposed utilities or utilities in existing right of way.

The following certification by a Registered Civil Engineer as to the accuracy of the utility survey must be placed on the map:

A thorough investigation of available records and of the property shown on this map of Tract/Parcel Map No. _____ shows that there are no encroachments of privately owned structures or utilities in those portions of said property offered for dedication to the County of Los Angeles except as shown hereon.

(Signature of Engineer)

R.C.E.No. _____

Expiration Date _____

SEWER PLAN SUBMITTAL

1. Private Contract Sewer Plan Check Fee Computation.
2. Checking deposit or fee. Amount calculated by the private engineer on latest bond estimate form.
3. pdf set of sewer plans with signature stamp or seal and license expiration date of a licensed civil engineer.
4. Separate reproducible 8-1/2" x 11" Index map (scale 1'=600').
5. pdf copy of the sewer area study. A full scale area study that evaluates potential deficiencies downstream to the trunk line will require a separate submittal and fee.
6. Field notes showing ties to existing sewer outlets, elevations of existing inlets and outlets, and existing elevation of surface over proposed sewer if grading and street improvement plans not include in this project.
7. All supporting plans/maps:
 - a. Final Subdivision Map
 - b. Grading Plan
 - c. Storm Drain Plan
 - d. Street Plan
 - e. As-built Sewer Plans at proposed connection
 - f. Approved tentative map and conditions
 - g. Approved plot plan/exhibit map
8. Easement sketch and Easement Processing Fee when proposed sewer crosses through private property.
9. Copy of soils report addressing sewer placement, including a map showing location of test holes and respective results
10. City Service Request, if project is located within City jurisdiction.
11. Offer to dedicate letter

SEWER AREA STUDY SUBMITTAL

1. Plan check fee in accordance with the latest fee schedule.
2. pdf copy of sewer area study with signature stamp or seal and license expiration date of a licensed civil engineer.
3. Narrative items to be included in the sewer area study:
 - a. Introduction
 - b. Site description
 - c. Project description
 - d. Description of proposed sewer system
 - e. Description of existing sewer system
 - f. Methodology used and list of references
 - g. Sewer capacity analysis
 - h. Proposed mitigation if necessary
 - i. Conclusion
4. Area map showing the following items:
 - a. Boundary of tributary area
 - b. Location of project
 - c. Topographic details
 - d. Existing sewer lines with diameter and direction of flow
5. Table of sewer capacity analysis from proposed connection to trunk sewer with original manhole numbers stated (Use Kutter's formula with $n=0.013$). Calculations supporting all entries in the table.
6. Will serve letter from the trunk sewer agency.
7. All supporting plans/maps:
 - a. Tentative Map
 - b. Conditions of approval (City Resolution if a city project)
 - c. Plot plan/exhibit map
 - d. As-built Sewer Plans from proposed connection to trunk sewer
 - e. Sewer Maintenance Division index maps that cover the tributary area
 - f. LA County zoning map or City zoning map covering the entire tributary area
8. City Service Request, if project is located within City jurisdiction.

WATER PLAN SUBMITTAL

1. Plan check fee in accordance with schedule shown in back page.
2. Signature of a licensed professional engineer on plans.
3. pdf set of water plans approve by water purveyor.
4. Statement of water service from the water purveyor.
5. Fire Department conditions for number of fire hydrants and fire flow requirements.
6. Water improvements calculations (hydraulic network calculations).
7. Water improvements easement documents, if any.
8. Copy of the latest final map.
9. City Service Request, if project is located within City jurisdiction.

LANDSCAPE PLAN 1st SUBMITTAL

1. Plan check fee in accordance with the latest fee schedule.
2. pdf copy of landscape plan with signature stamp or seal and license expiration date of a licensed landscape architect.
3. Elements of Landscape Documentation Package :
(Based on State Code AB 1881 Model Water Efficient Landscape Ordinance)
 - a. Project Information including the following
 - i. Project name
 - ii. Project address, parcel, and/or lot number(s)
 - iii. Total landscape areas (square feet)
 - iv. Fuel modification information
 - v. Water supply type
 - b. A landscape design plan for the landscape project
 - c. An irrigation design plan for the landscape project
 - d. A planting design plan for the landscape project
4. A Soil Management Report and/or specifications
5. Water Efficient Landscape calculations (see sample at <http://dpw.lacounty.gov/idd/web/Forms.aspx>)
6. Copy of supporting documents
 - a. Grading design plans
 - b. Latest final map
 - c. Department of Regional Planning plant palette approval

PARCEL MAP AND TRACT MAP SUBMITTAL

For maps in unincorporated LA County, Cities where LA County is the City Engineer, or in Cities that contract with LA County to review their maps:

1. pdf of final map
2. Date of approval/expiration of tentative map for city maps, and a copy of the conditions of approval for cities where verification of conditions are required.
3. Preliminary title report/guarantee or the name and order number of the company who will prepare it.
4. pdf of all deeds referenced on the map or required for the interpretation of deeds referenced on the map.
5. pdf of all other documents and information referenced on the map.
6. pdf of all other documents and information referenced on the map.
7. Mathematical traverses of the boundary of the division of land block boundaries, not-a-part areas, centerline loops, and each lot or parcel shown on the map. The mathematical traverses can be copies of hand run or computer/calculator printouts and must show latitudes and departures or coordinates, areas in square footage, curve data (including tangents), and errors of closure. Traverses are also required for any revisions made on the map after first submittal.
8. Two (2) exact scale duplicates of the most recent Assessor Map book page or pages with the boundary of the proposed division of land outlined in red.
9. Submit tax bond declaration plus latest processing fee.
10. The following items must be shown on the final map:
 - a. Labeling of all boundary lines with the reference which established the line.
 - b. Record data note for compiled parcel maps.\
 - c. Basis of bearing for surveyed maps.
11. Processing fees (minimum of the following for first submittals):
 - a. Map analysis ((depends on number of lots/parcels - see fee schedule).
 - b. Tax clearance: Latest fee with 5-year tax history by a title company (must be on original and signed by a title officer).
 - c. Verification of conditions fee: \$2,000 for Parcel Map or \$5,000 for Tract Map
 - d. Fire Dept. fees (County jobs only) – see latest fee schedule.
 - e. Parks and Rec. fees (County jobs only, collected only when applicable) – see latest fee schedule.
12. Digital Disk (map in Digital format, Auto-Cad or micro-station, no pdf).

For maps in all other Cities, where LA County only records the final map:

1. pdf of final map
2. Digital Disk (map in Digital format, Auto-Cad or micro-station, no pdf).
3. Date of approval/expiration of tentative map (page 1 of conditions).
4. Tax Clearance: - Latest fee with 5-year tax history by a title company (must be an original and signed by a title officer.)
5. Two (2) exact scale (usually 11" by 17") duplicates of the most recent Assessor Map Book page or pages with the boundary of the proposed division of land Submit original tax bond declaration and 2 copies and a latest processing fee.
6. Recording fee (First sheet \$10. Additional pages \$3 each additional page).
7. Title Report/Guarantee. A preliminary subdivision report is required for the initial submittal. An original final guarantee with the wet signature of the title officer is required for all tracts and for any parcel maps for which the owner's statement certificate is required on the title sheet. The guarantee must be received by this office prior to recordation. The County Recorder will not record any subdivision which has an owners statement on the title sheet unless it is accompanied by said original final guarantee with the wet signature of a title officer.