



City of Corona Development Services Plan Check Submittal Checklist For:
Precise Grading Plans, Erosion Control Plans & Public Improvement Plans

The plan check submittal check list shall be completed by the applicant, signed and submitted with each plan review submittal. The list of items below are intended to assist an applicant in providing a complete plan review submittal to the city.

The omission of any required items listed is Section One below will be considered an incomplete submittal and will not be accepted for review.

The items listed in Section Two indicate the information required on plan submittals. The omission of these items may result in additional plan review corrections.

The department encourages applicants to submit plan reviews using the city's on-line plan review submittal software, ProjectDox. Applicants submitting paper reviews to the city shall provide 5 sets of plans for each plan review. Technical studies shall be submitted in an electronic format on a flash drive.

Project Name or Identification: _____ Location: _____

Category	Applicant Verification (Check applicable column for each item)							Staff Verification (For Staff Use Only)			
Section One Precise Grading Plan (PGP) Submittal Checklist	Provided				Date Provided				Received		
	Yes	No	N/A	1 st Review	2 nd Review	3 rd Review	4 th Review	Yes	No	N/A	
	➤ Precise Grading and Erosion Control Plans on 24" by 36" size sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Grading Quantity Estimate on the City form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
➤ Grading Bond Estimate on the City form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
➤ Preliminary title report (less than 90 days old)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
➤ Soils or Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
➤ Acknowledgment Concerning Employment of Registered Civil Engineer and Technical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Precise Grading Plan (PGP) Submittal Checklist	Yes	No	N/A	Date Provided				Yes	No	N/A
				1 st Review	2 nd Review	3 rd Review	4 th Review			
Consultants form signed by the owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The following document may be required for the project and should be submitted with the Precise Grading Plans. The approval of the grading plans may be delayed until the following items are submitted and/ or approved.										
	Yes	No	N/A	Date Provided				Yes	No	N/A
				1 st Review	2 nd Review	3 rd Review	4 th Review			
➤ Drainage Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Water Quality Management Plan (WQMP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Storm Water Pollution Prevention Plan (SWPPP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Retaining Wall plans including structural calculations (may be incorporated into the PGP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Scale Broom weed letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Non-interference letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Offsite permission to grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Approved Conditions of Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Approved Conditional Letter of Map Revision (CLOMR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Section Two										
Minimum Requirements for Grading and Erosion Control Plans & Public Improvements	Yes	No	N/A	Date Provided				Yes	No	N/A
				1 st Review	2 nd Review	3 rd Review	4 th Review			
General:										
➤ Prepared by a Registered Civil Engineer (stamp on each sheet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ City of Corona standard Title Block (filled in)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Sheet layout is Arch D, 24 inches by 36 inches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Sheet numbers are integers (no letters or decimals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Minimum text size is 0.1 inches on plans, 0.06 inches permitted as needed in the title block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Plans shall use an engineering scale (typically 1"=20')	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Proposed improvements shown with black ink, existing improvements grey/ faded and dashed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ No color or graphics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Reference drawings listed in the Title Block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title Sheet:										
➤ Plan title at the center-top, with Address/ Map/ APN and "City of Corona"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ City Grading Plan General Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Sheet Index	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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➤ Name, address and telephone number of owner, design engineer, soils engineer and/or geologist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Vicinity Map oriented north, showing at least two major cross-streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Index or Location Map to scale (typically 1"=60') showing: a. Full project boundary b. APNs and land use for the project and adjacent properties c. Location of fire hydrants d. Existing buildings and improvements to remain (greyscale) e. Proposed improvements associated with plan set (black)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Full legal description of the property as shown in the title report, with Assessor's Parcel Number (APN)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Declaration of Engineer of Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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➤ Statement from Soils Engineer or Geologist acknowledging review of the plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Complete list of construction and demolition notes with quantities (no erosion control notes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Estimated earthwork quantities (cut and fill), total site acreage, total disturbed area, and zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Current list of utilities and contact numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Legend and abbreviations used on the plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Digalert 811 Logo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Benchmark Name and Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Note disclosing the need for a sewer backflow preventor or water PRV for buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Waste Discharge Identification Number (WDID No.) in the lower right area above the title block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan Sheets										
➤ North arrow and graphic scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ All text is legible including topography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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➤ Property lines with the distances, bearings, and curve data for each segment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Existing right-of-way street names, and dimensions from the centerline to curb/pavement limit and property line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Proposed easements and street dedications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ All plottable easements from the title report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ APNs of adjacent properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Location of existing and proposed utilities with material and size labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Accurate contours of the existing ground and area drainage (based on a field survey)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ All structures, building pads, utilities, storm drain, public improvements, and prominent terrain features, including structures and pads on adjacent properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ All proposed concrete and asphalt flatwork, including	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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driveways and equipment pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Detailed finished grade elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Location of flowlines, grade breaks, and ridgelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Details of all proposed surface and subsurface drainage devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Slopes on drainage pipes for each grade and direction change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Proposed building footprint(s) with pad and finish floor elevations (no interior linework)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Location of deepened footings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Building complies with California Building Code (CBC) 1804.4 and 1808.7.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Compliance with the minimum requirements of Standards 217 and 218	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Setback distances between structures, property lines, and slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Typical cross-sections at property lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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➤ Details of proposed slopes of cut or fill surfaces (ratio of horizontal distance to vertical distance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Daylight lines or project limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Show the rim elevation for the upstream sewer manhole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Existing and proposed fences and walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Retaining wall top of wall (TW), top of footing (TF) and finish surface (FS) elevations to determine the overall height of the walls at various locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Proposed retaining wall structural section(s) when constructed with these plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Proposed retaining wall section(s) clearly labeled on the plan where they apply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Details of keying and benching of fill materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Note that new fences and walls are "per separate permit"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control Plans:										
➤ City Erosion Control Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Erosion control construction notes with quantities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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➤ Site plan showing the proposed project improvements including building footprints (no interior linework) and surface drainage features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Location of flowlines, grade breaks, and ridgelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Perimeter and interior erosion control BMPs to prevent the transport or runoff of sediment by wind and rainfall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Erosion control construction details (e.g. CASQA standards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Stabilized construction entrance per City Standard 225	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Location of waste management, concrete washout, and stockpile areas when applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Improvements: (Public improvements for service connection and frontage improvement may be shown on grading plans for single-family custom home projects. See separate checklist for all other projects.)										
➤ Water connections and/ or improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Sewer connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Complies with Utility Department Design Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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➤ Street, sidewalk, and street light improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Public drainage improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Note the public improvements require a separate encroachment permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ City standard referenced in construction notes with type (when applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Details provided for all non-standard improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Widths identified for driveways and sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Clearance for ADA around obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Street cross-sections every 25-feet when paving is required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Traffic study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I, the undersigned, have understood the above information, verified each item is included in the submittal package and that the plans are complete and eligible for plan check.

Applicant Name: _____

Applicant Signature: _____

Date: _____