

**City of Sunnyvale Public Works Department
Engineering Division
456 W. Olive Ave
Sunnyvale, CA 94086
408-730-7415**

Off-site Improvement Plans-Map Submittal Checklist

Project Address: _____

Project Description: _____

The plans submitted with this checklist have been checked for conformance with the items of this checklist.

Company: _____

Contact Person: _____

Telephone Number: _____

Email Address: _____

Date: _____

Developer or representative shall complete this checklist and submit with the first submittal. Electronic copies shall be submitted on a USB flash drive.

I. Off-Site Improvement Plan Submittals

Comments

- | | | | | |
|----|--|-----------------------------|------------------------------|--|
| 1. | Minimum Improvement Plan Check Fee- per current City Fee Schedule. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | |
| 2. | Electronic copy, five full-size hard copies, and one 11"x17" size copy of the complete off-site improvement plans which include the following as required per conditions of approval: (a) landscape and irrigation plans (b) a separate, signing, striping and signals plan, (c) grading plan, (d) erosion control plan, (e) construction phasing plan, (f) traffic control plan, (g) cross sections, (h) street light plan, (i) photometric analysis (shall include luminaire schedule with illuminance values), (j) utility plan, (k) joint trench plans (may be submitted at a later date), (l) traffic signal plans (if applicable). | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | |
| 3. | Temporary Traffic Control (TTC) Checklist and one additional full size hardcopy of traffic control plans only. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | |
| 4. | AutoCAD file of the street light plan, signing and striping plan, and traffic signal plan (if applicable) & IES file of the photometric analysis. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | |

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|-----|---|-----------------------------|------------------------------|--|
| 5. | Electronic copy and two hard copies of the hydrology and hydraulic calculations based upon a 10-year storm event, which have been signed and stamped by a registered civil engineer licensed in the State of California (required by conditions of approval). Indicate if previously submitted and to whom. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | |
| 6. | Electronic copy and two hard copies of the sanitary sewer analysis calculations. Indicate if previously submitted and to whom. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | |
| 7. | Electronic copy and one hard copy of the soils and geotechnical report, signed and stamped by a professional engineer authorized to practice geotechnical engineering in the State of California. Indicate if previously submitted and to whom. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | |
| 8. | Electronic copy and one hard copy of the Arborist's Report. Indicate if previously submitted and to whom. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | |
| 9. | Electronic copy and one hard copy of off-site construction cost estimates indicating the quantities of street and utility improvements. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | |
| 10. | Electronic copy and one hard copy of permits required from other agencies (Caltrans, SCVWD, etc.). May be submitted at a later date but shall be before City approval. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | |
| 11. | Electronic copy and 4 hard copies of written response to prior City comments (for subsequent submittals after first submittal). | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | |
| 12. | Electronic copy and one hard copy of on-site construction cost estimates (if Tract Map related). | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | |

II. Map Submittals

- | | | | | |
|----|---|-----------------------------|------------------------------|--|
| 1. | Minimum Subdivision Map / Legal Plan Review Fee- per current City Fee Schedule. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | |
| 2. | Electronic copy and three hard copies of the stamped and approved tentative map. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | |
| 3. | Electronic copy and five hard copies of the Map, required sheet size 18"x26". | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | |
| 4. | Electronic copy and three hard copies of Title Report prepared within last 6 months. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | |
| 5. | Electronic copy and three hard copies of supporting recorded documents / maps as described in Title Report and referenced in Map. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | |

6. Electronic copy and three hard copies of closure calculation. OK N/A _____

7. Electronic copy and three hard copies of on-site Utility Plan. OK N/A _____

(Rev. 06-18-19)