



Sunnyvale

ELECTRONIC OFF-SITE IMPROVEMENT PLANS/MAP SUBMITTAL CHECKLIST

Note: The City may request hardcopies

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 per [Electronic Plan Review Document Format Requirements](#)

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.	Complete off-site improvement plans (PDF size 24"x36") 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) utility plan, (j) joint trench plans (may be submitted at a later date), (k) traffic signal plans (if applicable).	<input type="checkbox"/> OK <input type="checkbox"/> N/A	_____
3.	Temporary Traffic Control (TTC) Checklist and traffic control plans.	<input type="checkbox"/> OK <input type="checkbox"/> N/A	_____
4.	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	_____
5.	Sanitary sewer analysis calculations. Indicate if previously submitted and to whom.	<input type="checkbox"/> OK <input type="checkbox"/> N/A	_____

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|-----|--|-----------------------------|------------------------------|-------|
| 6. | 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 | <hr/> |
| 7. | Arborist's Report. Indicate if previously submitted and to whom. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | <hr/> |
| 8. | Off-site construction cost estimates indicating the quantities of street and utility improvements. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | <hr/> |
| 9. | 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 | <hr/> |
| 10. | Written response to prior City comments (for subsequent submittals after first submittal). | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | <hr/> |
| 11. | On-site construction cost estimates (if Tract Map related). | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | <hr/> |

II. Map Submittals

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|----|--|-----------------------------|------------------------------|-------|
| 1. | Minimum Subdivision Map / Legal Plan Review Fee- per current City Fee Schedule. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | <hr/> |
| 2. | Stamped and approved tentative map. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | <hr/> |
| 3. | Parcel / Tract Map (PDF size 18"x26"). | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | <hr/> |
| 4. | Title Report prepared within last 6 months. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | <hr/> |
| 5. | Supporting recorded documents / maps as described in Title Report and referenced in Map. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | <hr/> |
| 6. | Closure calculation. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | <hr/> |
| 7. | On-site Utility Plan. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A | <hr/> |

(Rev. 01-17-23)