SUBMITTAL CHECKLIST FOR
GRADING PLAN & IMPROVEMENT PLANS
By appointment only, please call Chandra @ (805-654-7714)
Email: cchandrashaker@cityofventura.ca.gov

DATE: ______________ LOCATION: ____________________________

PROJECT: ______________________________________ APN: ____________________________ AREA: __________________ AC


If any of the below items are missing, project submittal will be returned.

(Please provide a digital copy of all items listed below with your submittals)

☐ 1 copy of all signed project conditions;
☐ 1 copy of current preliminary title report;
☐ 1 copy of approved Tentative Map, PD Site Plan and/or CUP site plan;
☐ 7 sets of grading & improvement plans; (THAT MEET ALL CITY ENGINEERING DESIGN STANDARDS)
☐ 2 sets of landscape plans;
☐ 1 set of all building plans;
☐ 2 copies of cost estimate;
☐ 2 copies of the soil report;
☐ 2 copies of drainage report;
☐ 2 copies of MS4 calculations;
☐ 1 copy of SWPPP (w/NOI) or SWPCP;

Grading Plan Check Fees: $ ______

Improvement Plan Check Fee: $ ______

Storm Water Pollution Control Plan Processing Fee $ ______

(Refer to Land Development Fee Schedule)

First plan check submittal must include the following (as applicable):

☐ Final map (Follow submittal checklist for final maps);
☐ Maintenance Assessment District (MAD) maps and documents;
☐ Draft deeds, drawings, descriptions and calculations of right-of-way dedication;
☐ Grading plans for rough grading;
☐ Grading plans for finish grading (plus drainage and paving for access and parking);
☐ Retaining wall plan, profile & section (also submit to Building & Safety for review & approval);
☐ Drainage plan & profile drawings and calculations;
☐ Stormwater treatment (SWPPP w/NOI &WDID or SWPCP) plans and calculations;
☐ Sewer plan & profile drawings and calculations;
☐ Water plans & profile drawings and calculations;
☐ Master utility plan (water, sewer, storm drain, gas, electric, telephone, TV cable, and street lightings including under grounding of existing overhead utilities);
☐ Plans for screening above ground utilities;
☐ Street plan & profile drawings;
☐ Street widening plan & profile drawings and cross sections (use 1” = 20’ scale);
☐ Traffic plans (stripping, signing & signals same scale as street or street widening plans);
☐ Street Lighting Plans;
☐ Digital copy of all submittals on CD or Thumb Drive.

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