

**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  
CUT: \_\_\_\_\_ C.Y. FILL: \_\_\_\_\_ C.Y. OVEREXCAVATION: \_\_\_\_\_ C.Y.

**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.