

**SUSANVILLE COMMUNITY DEVELOPMENT DEPARTMENT  
IMPROVEMENT PLAN SUBMITTAL REQUIREMENTS**

**Items required for submittal:**

- Copy of recorded or tentative map that affect the project (if applicable)
- Copy of any easement deeds that may affect the property
- Plans to include (when applicable): SWPPP (Stormwater Pollution Prevention Plan & Notes, Grading and Drainage Plan, Existing and Proposed Site Plan, Plan and Profile Sheets, Landscape and Irrigation Plan, Detail Sheets
- Construction Cost Estimate - for all work to be done within the City right-of-way
- Storm Drainage Calculations
- Fire Flow Calculations
- Boundary, lot, and street centerline & right-of-way calculations
- 6 full size copies 24"x36" or larger of all plan sheet sets stapled and rolled
- Fees: \$200 for plan check deposit (all outside engineering services necessary for checking improvement plans will be billed to client)
- NOTE: All information** regarding a project **MUST** be submitted to the Community Development Department prior to distribution to any other department in the City. The Community Development Department will forward the information (calculations, plans, etc) to the necessary departments. This is necessary for tracking purposes and to keep a complete file of the project.

**PLAN CONTENTS:**

**ALL SHEETS:**

- Plans and other drawings submitted shall have a sheet size: 24" x 36" or larger
- Scale: 1" = 50', 1" = 20' or 1" = 10' (unless otherwise approved by CCD)
- Sheet Numbering shall be the following format: Sheet \_\_\_\_\_ of \_\_\_\_\_ Sheet
- North Arrow on each sheet
- Title Block on each sheet must include:
  - Project Name and Number
  - Project address or location
  - Section, Township & Range
  - Name, address of preparer
  - Phone/fax number of preparer
  - Date

- If the project is part of a project requiring approval by the City of Susanville (such as a subdivision or use permit) the Title Block shall also show the City Project Number, and any applicable recording information
- If the project is not part of a project requiring approval by the City, please call 252-5115 for a project number.

**SHEET ONE** shall include the following information:

- Area and or location map - this map must have sufficient detail for someone out of the area to easily locate the project site
- Assessor's Parcel Number(s)
- Zoning and General Plan designations
- Flood plain information - contact City at 252-5115 for this information
- A list of utilities that will serve the project (name of utility and type of service)
- Areas (in square feet and percentages) of proposed building coverage, landscaping coverage, paved areas and overall area of the project
- Number of parking spaces provided and required
- Owner and developer name, address and phone number
- Project phasing if any
- General Notes (i.e., Site Preparation, Hydroseeding, Clearing and Grubbing, Utilities, Storm Drain Facilities, Earthwork, Paving, Concrete, etc.)
- Signature blocks for the following(when applicable): Susanville Consolidated Sanitary District: City of Susanville Engineer, City of Susanville Public Works Department, City of Susanville Fire Department and City of Susanville Community Development Department

**Site Plans must contain the following:**

- All project boundary lines must be clearly dimensioned and be shown with a heavy dark line
- Building setback lines (show with a thin dashed line and label and dimension)
- Lot numbers and dimensions and area in square feet
- Non-buildable areas shall be delineated
- Location of clustered mail boxes if applicable
- All buildings (existing and proposed) shall be dimensioned and the location of the building shall be tied to the property lines with proper dimensions
- Topography shall be shown with a minimum 2 foot contour interval and the basis of vertical datum shall be show

- Off-site utilities , structures and topography 100 to 200 feet surrounding site.
- All existing trees with a trunk diameter of 4 inches or larger shall be located and shown and the species noted
- All existing structures on site and adjacent to site
- All drainage courses and waterways
- Size and location of all existing and proposed utilities (and appurtenances) such as sewer, water, natural gas, storm drains, fire hydrant locations, etc.
- Existing streets and improvements adjoining the project (show the existing streets to full width and show existing driveways and uses on both sides of the street
- Fully dimensioned proposed street improvements such as curb, gutter and sidewalk
- Fully dimensioned Typical Proposed Street Cross-section, and other applicable details
- Existing and proposed easements pertinent to the project
- Street Names: Contact CCD prior to naming any street
- All proposed buildings and structures, building footprints and building envelopes (when different from footprint) clearly dimensioned with an indication of whether the buildings are one or two story.
- Parking layout and dimensions
- Location of proposed amenities (public or private)
- Exterior lighting locations - indicate type of lighting proposed

### **Grading and Drainage Plans**

- Grading and drainage plans shall include existing and proposed grade elevations, proposed method for storm water retention during construction, proposed storm drain system and sand and oil separator if necessary.
- Project shall be designed for ..... 25 year storm, calcs....onsite retention of 25 year ...storm design of .2cfs./acre outlet to city storm system .... spot elevations of proposed grade & FL and TBC elev.

### **Improvement Plan and Profile**

#### Required on Plan View Portion of Drawings

- Professional Engineer Stamp and signature
- Existing fences
- Existing approved future streets with names and widths within 200 feet of the proposed project site.
- Existing electrical facilities

- Existing natural gas lines with size and location
- Existing water mains, fire hydrants and valves (pipe size and location)
- Existing sewer mains, and manholes with (pipe size and location)
- Existing buildings within 200 feet
- Existing easements affecting the property
- Proposed streets, curb, gutter, sidewalks and driveway cuts with dimensions
- Proposed street names
- Proposed natural gas lines with size and location
- Proposed water mains, fire hydrants and valves (pipe size and location)
- Proposed sewer mains, and manholes with (pipe size and location)
- Proposed Stormdrain lines, inlets and manholes, with (pipe size and location)
- Proposed easements
- Lot numbers if applicable
- Minimum of two (2) foot contours of existing elevations with a note as to basis of vertical datum
- Curve data and data for road centerline and r/w
- Spot elevations of proposed grade FL and TBC.???at EC & BC & d/w???other???
- Typical street cross-sections

#### Required on Profile View Portion of Drawings

- Vertical scale of 1' = 1', 2', 3' or 4' unless otherwise approved
- Profile of existing ground
- Profile of proposed street including vertical curve data, slopes, etc.
- Profile of all existing and proposed water, natural gas, sewer with pipe sizes, and stormdrain lines with pipe sizes, manholes and drop inlets, slopes and flow line & finished grade elevations

#### **Landscape and Irrigation Plans**

- Landscape and Irrigation Plans shall include the entire site with landscape planter areas shown and dimensioned, a dimensioned irrigation system layout to the planter areas, and the number, type, size and placement of all trees, shrubs and ground cover.

**NOTE: Plans will not be reviewed until all the above requirements are submitted.**