



Development Services Submittal Requirements

Public Works/Engineering Department
City of Wildomar

Notes:

- Incomplete submittals will not be accepted and will be turned away at the counter.
- All submittals are by appointment only. Contact the City to schedule an appointment.

If making multiple submittals (e.g. Grading Plans and Improvement Plans), items referenced in both submittal requirements only need to be submitted once. Where quantities vary, submit using the greater quantity.

If submitting Grading/Improvement Plans and a Final Map, provide four (4) copies of the Approved Conditions of Approval.

Grading Plans (Mass/Rough Grading)		
Quantity	Item	Included
1	Completed Plan Check Application	<input type="checkbox"/>
4	Grading Plans	<input type="checkbox"/>
2	Hydrology/Hydraulic Reports	<input type="checkbox"/>
2	Soils Reports	<input type="checkbox"/>
2	Geotechnical Reports <i>(if applicable)</i>	<input type="checkbox"/>
2	Final Water Quality Management Plan (WQMP) <i>(not required for Mass Grading)</i>	<input type="checkbox"/>
1	Accepted Preliminary Water Quality Management Plan (WQMP) <i>(not required for Mass Grading)</i>	<input type="checkbox"/>
2	Preliminary Title Reports <i>(current – dated within the last 60 days)</i>	<input type="checkbox"/>
3	Approved Entitlement Plans (tentative map, plot plan, etc...) <i>(must be stamped approved by the City)</i>	<input type="checkbox"/>
3	Approved Conditions of Approval <i>(required for projects with entitlements)</i>	<input type="checkbox"/>
1	Grading Bond Estimate <i>(using City's worksheet)</i>	<input type="checkbox"/>
1	CD with all submitted plans and reports <i>(should include a hyperlinked version of the Preliminary Title Report)</i>	<input type="checkbox"/>
1	Plan Check Fee/Deposit <i>(see fee schedule)</i>	<input type="checkbox"/>

*First Submittal Review** – Four (4) Weeks****

*Subsequent Reviews** – Two (2) Weeks****

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Grading Plans (Precise Grading)		
Quantity	Item	Included
1	Completed Plan Check Application	<input type="checkbox"/>
4 or 5	Precise Grading Plans <i>(Five (5) sets required for Single Family Residence Grading Plan)</i>	<input type="checkbox"/>
3	Approved (signed) Rough Grading Plans <i>(required for projects with rough grading plans)</i>	<input type="checkbox"/>
2	Soils Reports	<input type="checkbox"/>
2	Preliminary Title Reports <i>(current – dated within the last 60 days)</i>	<input type="checkbox"/>
1	Approved (signed) Street Improvement Plans <i>(required for projects with street improvement plans)</i>	<input type="checkbox"/>
3	Approved Entitlement Plans <i>(tentative map or plot plan, etc...), (final site plan of development)</i> <i>(must be stamped approved by the City)</i>	<input type="checkbox"/>
3	Recorded Final Map <i>(if available)</i> <i>(if submitted, a tentative map is not required)</i>	<input type="checkbox"/>
3	Approved Conditions of Approval <i>(required for projects with entitlements)</i>	<input type="checkbox"/>
2*	Rough Grade Certification Letters (wet-signed) <i>(if available at time of submittal)</i> <i>(required for projects with rough grading plans)</i>	<input type="checkbox"/>
2*	As-Graded Soils Reports/Compaction Reports <i>(if available at time of submittal)</i> <i>(required for projects with rough grading plans)</i>	<input type="checkbox"/>
1	Grading Bond Estimate <i>(using City's worksheet)</i>	<input type="checkbox"/>
1	CD with all submitted plans and reports <i>(should include a hyperlinked version of the Preliminary Title Report)</i>	<input type="checkbox"/>
1	Plan Check Fee/Deposit <i>(see fee schedule)</i>	<input type="checkbox"/>

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Improvement Plan Submittals		
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1	Completed Plan Check Application	<input type="checkbox"/>
2	Street Improvement Plans	<input type="checkbox"/>
2	Storm Drain Improvement Plans	<input type="checkbox"/>
2	Flood Control Improvement Plans <i>(if applicable)</i>	<input type="checkbox"/>
2	Street cross-sections at 25' minimum intervals, or as needed <i>(required for any work joining or overlaying existing pavement)</i>	<input type="checkbox"/>
2	Water/Sewer Plans	<input type="checkbox"/>
2	Signing/Striping Plans or Traffic Sign Plans	<input type="checkbox"/>
2	Signal and Striping Plans <i>(if applicable)</i>	<input type="checkbox"/>
2	Street Light Plans	<input type="checkbox"/>
2	Right-of-Way and CFD Landscaping Plans	<input type="checkbox"/>
4	Rough/Precise Grading Plans <i>(see Grading Plan Submittal Requirements)</i>	<input type="checkbox"/>
2	Hydrology/Hydraulic Reports	<input type="checkbox"/>
1	Soils Report <i>(including R-Value; and evaluation of the existing pavement and structural section for roads to be widened)</i>	<input type="checkbox"/>
2	Final Water Quality Management Plan (WQMP)	<input type="checkbox"/>
1	Accepted Preliminary Water Quality Management Plan (WQMP)	<input type="checkbox"/>
1	Construction Cost Estimate and Plan Check Fee <i>(using City's worksheet) (outside agency cost estimate, e.g. RCFC, EVMWD, etc..., to be provided using that agency's unit costs)</i>	<input type="checkbox"/>
1	Monument Security Estimate <i>(using City's worksheet)</i>	<input type="checkbox"/>
1	Copy of all the adjacent or reference plans used in the design and/or referenced on plans	<input type="checkbox"/>
1	Approved Entitlement Plans <i>(tentative map, plot plan, etc...)</i> <i>(must be stamped approved by the City)</i>	<input type="checkbox"/>
1	Approved Conditions of Approval <i>(required for projects with entitlements)</i>	<input type="checkbox"/>
1	CD with all submitted plans and reports <i>(should include a hyperlinked version of the Preliminary Title Report)</i>	<input type="checkbox"/>
1	Plan Check Fee/Deposit <i>(from Cost Estimate Worksheet)</i> <i>(additional \$2000 for WQMP review)</i>	<input type="checkbox"/>

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Fault Trench Plan Submittals		
Quantity	Item	Included
1	Completed Plan Check Application	<input type="checkbox"/>
3	Site Plans identifying: <ul style="list-style-type: none"> ▪ Fault Trench Location ▪ Proposed Building Footprint ▪ Security Fencing and Staging Area ▪ Site BMPs and Site Access ▪ Easements per the Preliminary Title Report ▪ Existing Utilities 	<input type="checkbox"/>
2	Preliminary Title Reports (<i>current – dated within the last 60 days</i>)	<input type="checkbox"/>
1	Plan Check Fee/Deposit (\$500 – deposit based account)	<input type="checkbox"/>
Prior to Fault Trench Permit Final		
1	Copy of Transmittal to County initiating the Fault Study Process	<input type="checkbox"/>
1	Copy of Fault Study transmitted to County (<i>County will review the Fault Study – contact the County for fees and process information</i>)	<input type="checkbox"/>

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Final Map Submittals		
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1	Completed Plan Check Application	<input type="checkbox"/>
4	Final Map	<input type="checkbox"/>
4	ECS Sheet <i>(if applicable)</i>	<input type="checkbox"/>
3	Approved Tentative Map <i>(must be stamped approved by the City)</i>	<input type="checkbox"/>
3	Approved Phasing Map <i>(if applicable)</i>	<input type="checkbox"/>
3	Approved Conditions of Approval	<input type="checkbox"/>
3	Preliminary Title Reports <i>(current – dated within the last 60 days)</i>	<input type="checkbox"/>
3	Current Vesting Deed(s)	<input type="checkbox"/>
2	Closure Reports, Calculations Sheets <i>(boundary of each street, each lot/parcel)</i>	<input type="checkbox"/>
On CD (PDF Format)	Copies of ALL record maps noted on the map to be reviewed <i>(must be readable/legible – illegible submittals will not be accepted)</i>	<input type="checkbox"/>
On CD (PDF Format)	Copies of ALL documents noted on the map to be reviewed <i>(e.g. corner records, field books, tie sheets, etc...)</i> <i>(must be readable/legible – illegible documents will not be accepted)</i>	<input type="checkbox"/>
On CD (PDF Format)	Copies of ALL legal documents and easement documents noted on the map to be reviewed and in the preliminary title report <i>(must be readable/legible – illegible documents will not be accepted)</i>	<input type="checkbox"/>
On CD (PDF Format)	Copies of ALL noted reference documents referenced in deeds and documents <i>(must be readable/legible – illegible documents will not be accepted)</i>	<input type="checkbox"/>
2	Copies of ALL documents/work drawings created and calculations made by the surveyor/engineer to establish the boundary and prepare the map <i>(must be readable/legible – illegible documents will not be accepted)</i>	<input type="checkbox"/>
1	CD with all submitted documents and maps <i>(should include a hyperlinked version of the Preliminary Title Report)</i>	<input type="checkbox"/>
1	Monument Security Estimate <i>(using City's worksheet)</i>	<input type="checkbox"/>
1	Plan Check Fee/Deposit <i>(see fee schedule)</i>	<input type="checkbox"/>

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Legal Document Submittals		
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1	Completed Plan Check Application	<input type="checkbox"/>
3	Legal Descriptions and Plats	<input type="checkbox"/>
2	Preliminary Title Reports (<i>current – dated within the last 60 days</i>)	<input type="checkbox"/>
2	Closure Reports, Calculations Sheets (<i>boundary of each street, each lot/parcel</i>)	<input type="checkbox"/>
On CD (PDF Format)	Copies of <u>ALL</u> record maps noted on the map to be reviewed (<i>must be readable/legible – illegible submittals will not be accepted</i>)	<input type="checkbox"/>
On CD (PDF Format)	Copies of <u>ALL</u> documents noted on the map to be reviewed (e.g. corner records, field books, tie sheets, etc...) (<i>must be readable/legible – illegible documents will not be accepted</i>)	<input type="checkbox"/>
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