



City of Rocklin

Department of Community Development
 Engineering Services
 3970 Rocklin Rd, Rocklin CA 95677 (1st floor, City Hall)

REQUEST FOR IMPROVEMENT PLAN CHECK

(INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED)

For fees, please refer to City of Rocklin Fee Schedule, found on City website

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| Name of Project: | City Planning#: |
| Project Address: <input type="checkbox"/> | TYPE OF PROJECT: |
| | <input type="checkbox"/> Subdivision Improvements |
| APN: | <input type="checkbox"/> Commercial/Industrial Improvements |
| Applicant/Engineer's Name: | |
| Title: | Firm: |
| Email: | Phone# |
| Owner: | Submittal Date: |

SUBDIVISIONS/COMMERCIAL/INDUSTRIAL

A. 1) IMPROVEMENT PLANS (PER CHAPTER 16.28, ROCKLIN MUNICIPAL CODE)

***PRIOR TO PRINTING COPIES OF THE REQUIRED DOCUMENTS BELOW, PLEASE EMAIL A PDF OF APPLICATION, PLANS AND ENGINEER'S ESTIMATE OF PROBABLE COSTS TO THE CITY AT: LYNN.TOTH@ROCKLIN.CA.US, AND CC DEBBIE.BALLEM@ROCKLIN.CA.US.**

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| | 6 sets of plans (7 sets required if Landscaping & Irrigation is part of project design) |
| | <p>Improvement plans (including landscaping plans) shall be on 24X36" sheets and shall include all appropriate design information as specified in the City of Rocklin Improvement Standards, and include but are not limited to the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name, address and telephone number of the project developer <input type="checkbox"/> Conditions of Approval from the Final Signed Planning Department Entitlements shall be included in the Notes Section of the improvement plans <input type="checkbox"/> Separate Fire Water Plan with applicable information as required by the City Fire Department <input type="checkbox"/> Separate Fencing Plan Exhibit with symbols depicting the various wall and fencing types as applicable (include denotation of walls requiring a separate Building Department permit-see section A.2 below) <input type="checkbox"/> Separate Landscaping Exhibit sheet with clear denotation of private versus public (City owned) landscaped areas as applicable |
| | 2 copies Engineer's cost estimate breakdown of improvements included on the plans (Including private and public landscaping/irrigation, but not including sewer and domestic water) with 10% contingency added. **Provide updated estimate with 3rd plan submittal (continued next page) |

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| | 2 sets of storm drain calculations and watershed map |
| | 2 copies of soils report |
| | 2 sets of structural calculations for retaining walls and sound walls |
| | Copies of Utility Letters showing transmittal of preliminary Improvement Plans to Utility companies |
| | 50% of plan check fee based on Engineer's estimate per City Fee Schedule Community Development Engineering Department (Balance of plan check fee due prior to approval of improvement plans) Any reviews beyond the 3 rd plan check will be charged at an hourly rate. |
| | 100% of Inspection Fee Schedule (prior to approval of final improvement plans) |

A. 2) BUILDING DIVISION PERMIT REQUIREMENTS ASSOCIATED WITH IMPROVEMENT PLANS

**Please note: All Building Permit Applications shall be submitted AFTER the approval of improvement plans (permits may be pulled individually or collectively by an appropriately licensed Contractor)*

Separate Building Permit Submittal and associated fees required for "Inspection Only" via:

[PROJECT CONTACT INFORMATION FORM](#) AND [BUILDING PERMIT APPLICATION](#)

in the following cases:

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| | Retaining walls 4' and higher (<i>measured from bottom of footing to top of wall</i>) or retaining 3' of earth, or walls supporting a surcharge (<i>to be determined by the City Building Official</i>) |
| | Site Sound Walls and Fences over 7' high as measured from the lowest adjacent grade (<i>includes a combination of wall or fence on top of retaining wall over 7' high</i>) |

[SPECIAL INSPECTION AND TESTING AGREEMENT FORM](#)

Required in the following, but not limited to:

- Post-Tensioned designed Sound Walls
- Gravity Segmental Retaining Walls

(See Special Inspection form for comprehensive list of items to be inspected and tested. All applicable form sections are to be filled out and signed by 4 parties at the time of Building permit submittal)

Separate Building Permit Submittal and associated fees required for Plan Review and Inspection via:

[PROJECT CONTACT INFORMATION FORM](#) AND [BUILDING PERMIT APPLICATION](#)

with the submittal of the following:

- **4 copies of applicable design documents** (*with cover sheet clearly depicting the scope of work*)
- **2 copies of supporting documents**

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| | Common Use Area Amenities: for Americans with Disabilities Act (ADA) accessibility compliance and approval of any Common Use Area Structures (<i>includes play equipment, shade structures, trellises, benches, picnic tables, etc.</i>) |
| | Vehicular and Pedestrian Entry Gates: Electrical and Structural details and calculations, including "Opticom" access system for Emergency Vehicle Access |
| | Privately owned and Maintained Site and Street Lighting: Electrical and foundation Design (<i>includes Street Lighting, Common Use Area lighting, lighted bollards, etc.</i>) |

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UPON IMPROVEMENT PLAN SIGN-OFF BY CITY ENGINEER, PLEASE PROVIDE:

- 2 sets of full-size bond (3 full size bond required if project has public landscaping)
- 2 sets of 11X17" bond
- **Plans, Soils Report and Final Drainage Report** in PDF format on CD or via email link

Please note: Approval of improvement plans DOES NOT constitute a bond reduction for work done prior to recordation of the Final Map

UPON PROJECT CONSTRUCTION COMPLETION (*Subject to approval by City Inspection*) AND PRIOR TO CITY ISSUANCE OF A "NOTICE OF COMPLETION", THE FOLLOWING ITEMS SHALL BE FILED WITH THE ENGINEERING DIVISION:

- Lot Pad Certification block signed on Grading Sheet(s): 1 set of full-size bond, 1 set of 11X17" bond, and PDF format
- 1 set of record drawing plans for review and approval by City inspection in PDF format
- Monuments to be set per the Final or Parcel Map & their placement verified by City Inspection