



## ELECTRONIC PLAN SUBMITTAL REQUIREMENTS (GRADING)

**PUBLIC WORKS DEPARTMENT / ENGINEERING DIVISION**  
8130 Allison Avenue, La Mesa, CA 91942  
Phone: 619.667.1166 • Fax: 619.667.1380

This form describes the City of La Mesa Engineering plan check routing procedures/requirements. All required items to be plan checked must come in simultaneously as one complete package. This includes grading plans, improvement plans (if elected to submit as one package), final maps to subdivide or boundary adjustments purposes, preliminary hydrology report, soils report, title reports, plat and legal documents for easements, all applicable comments and any other requested reports or agreements. Other City departments may have additional requirements.

1. New Submittals for Grading Plans:

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | (1) copy of Submittal Requirements check list  |
| <input type="checkbox"/> | <input type="checkbox"/> | (1) copy of Grading Plans <u>with completed checklist</u> (plans must be 75% complete at first submittal)          |
| <input type="checkbox"/> | <input type="checkbox"/> | (1) copy of preliminary Drainage Report (and/or Hydraulic Study) (if required)                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | (1) copy of detailed Cost Estimate for grading, drainage and erosion control                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | (1) copy of City of La Mesa Storm Water Requirements Applicability (Appendix A and associated documents)           |
| <input type="checkbox"/> | <input type="checkbox"/> | (1) copy of Plat & Legal for proposed EMRA, easement, vacation, covenants, etc. (if required)                      |
| <input type="checkbox"/> | <input type="checkbox"/> | (1) copy of Letter of Permission from adjacent owners for offsite grading or acceptance of drainage. (if required) |

***By signing below the engineer of work states they have reviewed this list and verifies compliance of this submittal for completeness. They understand that failure to make a complete submittal may result in the rejection of the submittal and as a result there may be delays associated with resubmittals and an increase to associated review fees. Plan check review fees are based on three review cycles before proceeding to Mylars.***

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Engineer of Record

\_\_\_\_\_  
Date