



# CITY OF YORBA LINDA

4845 Casa Loma Avenue  
CALIFORNIA 92885-8714

(714) 961-7170  
FAX (714) 986-1010

PUBLIC WORKS / ENGINEERING

## DOCUMENT SUBMITTAL REQUIREMENTS

Project: \_\_\_\_\_ First submittal Date: \_\_\_\_\_

In order to conduct a thorough review, the following  items shall be submitted to the Engineering Division upon initial submittal. The document review process is performed electronically. Please submit PDF files by email and plan check fees via online portal or by check payable to the City of Yorba Linda. PDF files shall be conversions from software files such as Microsoft Word/Excel, AutoCAD, etc. Additional documents and hard copies may be required.

**Note: Incomplete submittals or substantially incomplete plans and documents may not be accepted.**

### I. Grading

- Grading Permit Application
- Precise Grade Plan
- Rough Grade Plan
- Hydrology and Hydraulics Report
- Water Quality Management Plan (WQMP)
- Storm Water Pollution Prevention Plan (SWPPP)
- Import / Export Haul Route Exhibit
- Conditions of Approval
- Approved Tentative Tract/Parcel map
- Notarized Permission letter(s) for off-site grading
- Yorba Linda Water District (YLWD) Will Serve Letter
- Grading Cost Estimate (City Construction Cost Worksheet)
- Plan Check Deposit \$ \_\_\_\_\_
- Plan Administrative Fee \$ \_\_\_\_\_
- Plan Check Deposit \$ \_\_\_\_\_
- Plan Administrative Fee \$ \_\_\_\_\_
- Other Fee or Deposit \$ \_\_\_\_\_

*Applicant is responsible for separate submittal to Orange County Fire Authority (OCFA) Yorba Linda Water District (YLWD) for review.*

### II. Geotechnical Report

- Geotechnical Report
- Geotechnical Update Letter
- Other Fee or Deposit \$ \_\_\_\_\_

**III. Street Improvements**

- Street Improvement Plan (includes storm drain, signing, striping & traffic signal)
- Cost Estimate (City Construction Cost Worksheet)
- Sight Distance Exhibit per OCPW std. plan 1117 and City Zoning Ordinance 18.26 vision triangle
- Sewer and Water Plan for reference only. *Applicant is responsible for a direct submittal of water and sewer plans to YLWD for review.*
- Plan Check Deposit \$ \_\_\_\_\_
- Plan Administrative Fee \$ \_\_\_\_\_
- Other Fee or Deposit \$ \_\_\_\_\_

**IV. Landscape Plan**

- Landscape Improvement Plan
- Specifications
- Irrigation Calculations
- Cost Estimate
- Conditions of Approval
- Plan Check Deposit \$ \_\_\_\_\_
- Plan Administrative Fee \$ \_\_\_\_\_
- Other Fee or Deposit \$ \_\_\_\_\_

**V. Tract or Parcel Map**

- Final Map
- Conditions of Approval
- Approved Tentative Map
- Traverses with closures of 0.017' of all closed figures on the map
- Title report dated within the last three months
- Recorded maps verifying easement locations or other data shown inside the distinctive border
- Recorded deeds which establish utility easements located within the distinctive border
- Signature waiver letters by utility companies listed in the title report. (These may be submitted later, but without these the map cannot be approved for City Engineer/Surveyor's signature.)
- Plan Check Deposit \$ \_\_\_\_\_
- Plan Administrative Fee \$ \_\_\_\_\_
- Other Fee or Deposit \$ \_\_\_\_\_

*Applicant is responsible for separate submittal to County for review.*

**VI. Lot Line Adjustment**

- Lot Line Cover sheet (City provided) signed and notarized by affected property owners
- Lot Line Adjustment legal description Exhibit "A" and map Exhibit "B"
- Traverse calculations with closures of 0.017' of all closed figures
- Title Report dated within the last three months
- Recorded reference maps and deeds for existing lot lines
- Recorded easement documents listed in title reports
- Assessor maps to verify Assessor Parcel Numbers
- Plan Check Deposit \$ \_\_\_\_\_
- Plan Administrative Fee \$ \_\_\_\_\_

**NOTE:** For Lot Line Adjustments, the plan check process may begin prior to Planning Commission approval at the owner's risk. Contact the Planning Division at (714) 961-7130 for submittal requirements and fees.

**VII. Right of Way Dedication or Mapping Documents**

- Legal description Exhibit "A" and map Exhibit "B"
- Traverse calculations with closures of 0.017' of all closed figures
- Title Report dated within the last three months
- Recorded reference maps and deeds for existing lot lines
- Recorded easement documents listed in title reports
- Assessor map to verify Assessor Parcel Numbers
- Plan Check Deposit                   \$ \_\_\_\_\_
- Plan Administrative Fee           \$ \_\_\_\_\_
- Other Fee or Deposit               \$ \_\_\_\_\_