

FINAL REVIEW CHECKLIST - FOR TRANSPORTATION PLAN SIGNATURE

Project No: _____ IP No: _____ Date: _____
Project Description: _____
Project Location: _____
Engineering Firm: _____
Contact Person: _____ Phone: _____

All improvement plans must be signed by the Engineer of Record and confirmed by the Plan Checker as ready for County signature. Fill in each item with a check mark if included, "NA" if not applicable, or with "Note" a note explanation of why item is not included along with the status.

Prior to County signature, the following are required to demonstrate the project is constructible per County Requirements:

- _____ 1. A copy of recorded documents for all off-site easements and/or right-of-way (R/W), as applicable. Prior to signature, right of way recording information must be shown on street and storm drain plans.
- _____ 2. For MAP cases, if R/W is proposed on-site and will be dedicated with the map, the latest copy of the (unrecorded) final parcel or tract map is required.
- _____ 3. A copy of the Final Construction Cost Worksheet, with if bonding is not yet processed. Prior to signature, Bonds and Agreements must be approved by the Board for MAP cases and by the Transportation Director for USE cases, per Ord. 460. The Final Construction Cost Worksheet will be used to determine Inspection Fee amounts and to issue an invoice. Inspection fees must be paid, prior to the County releasing signed plans.
- _____ 4. Bonding letter Signed Flood Control if the project is constructing new facilities that will be maintained by Flood Control.

Submittal of Plans for County Signature:

- _____ 5. Street Improvement/Storm Drain plans, in a single file 24" x 36" native PDF format, including high quality copies/scans of all previously approved plans (e.g., Street Light, Storm Drain (Flood Control), and Water/Sewer plans if signed prior to Street Improvement plans).
- _____ 6. Original mylar of Flood Control storm drain plans, initialed by Flood Control.
- _____ 7. Signing and Striping plan, or Traffic Signal and Signing and Striping Plan, in a single file 24" x 36" native PDF format. (For Signal Plans a CAD file in DGN format and Signal maintenance application to L&LMD is required.)

- _____ 8. Streetlight plan, in a single file 24" x 36" native PDF format.
- _____ 9. Water and sewer plans, signed by all other agencies (e.g., Water District, and County Fire Department), prior to County signature. If hard copy mylars are used, rather than PDF's with electronic signatures, the Engineer shall provide a fully signed high quality scan to Transportation for recordkeeping purposes. Currently, the one exception is that Elsinore Valley Municipal Water District (EVMWD) will sign last, per the County's MOU with EVMWD. For EVWMD plans, the Engineer shall provide a high quality fully signed PDF to the County for recordkeeping purposes.

For reference:

- _____ 10. Final signed Geotechnical and Pavement Design/Materials report in PDF format.
- _____ 11. WQMP and Hydrology report approved by Flood Control or Transportation in PDF format, with recorded BMP maintenance agreement.
- _____ 12. County Grading Plan Check approved rough grading plan (and erosion control plan if applicable) on 24" x 36" native PDF format, with signed and notarized letters of permission for grading on adjacent properties.
- _____ 13. County or Valley-wide approved Maintenance Exhibit (ME). This will help to determine the maintenance entities are correct on the plans.
- _____ 14. Landscape Maintenance Agreement, signed and notarized with 8 1/2" x 11" exhibit or proof of application for annexation to a Landscape Maintenance District, i.e., CSA 143, JCSD, or Valley Wide Parks, etc., must be provided prior to plan signature. (Plan signature by district will constitute acceptance.)
- _____ 15. Landscape/irrigation plans with signature and seal of landscape architect on 22"x34" native PDF format and maintaining agency per Comprehensive Landscape Guide. If the project proponent is required to construct improvements and/or a landscape median but is paying cash in lieu of constructing the landscape median, the money is due prior to plan signature. A copy of the receipt is required as well as a note on the landscape plan stating cash is being paid in lieu of constructing the landscape median.

NOTES:

ITEM #

Attach additional sheets if more space is needed.