

PLAN CHECK SUBMITTAL REQUIREMENTS

City of Oxnard Development Services Department

Engineering Section

Improvement Plan Submittal Check List



Planning Permit Number

GENERAL NOTES AND PLAN PREPARATION CHECK LISTS

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PLAN CHECK SUBMITTAL REQUIREMENTS

ENGINEERING PLAN PREPARATION REQUIREMENTS

1. All plans shall be prepared on 24" by 36" 3 mil polyester based drafting film. Plans shall have a half inch border on all sides and a standard City of Oxnard title/signature block in the bottom right hand corner. (See Tract and Parcel Map Preparation Criteria for Map Requirements.)
2. All plans and calculations shall be prepared in conformance with the City codes and standards in effect at the time of plan submittal and shall bear the seal and signature of the design professional responsible for their preparation.
3. The following prelettered mylar sheets are available from the City:
 - a. 24" x 36" Cover sheet with location and vicinity maps, abbreviations, border and standard title block at \$6 per sheet (Available on computer disk)
 - b. 24" x 36" Grading Plan Cover sheet with grading notes, grading certification, and other required information at \$10 per sheet (Available on computer disk)
 - c. 24" x 36" Cross Section Grid sheet with title block at \$6 per sheet
 - d. 24" x 36" Plain sheet with border and title block at \$6 per sheet (Available on computer disk)
 - e. 24" x 36" Plan and Profile sheet with border and title block at \$6 per sheet
4. All lettering must be single stroke gothic capitals and 1/8 inch in height (1/10 inch acceptable if mechanically lettered and lettering is clear and legible). Use of indelible ink is required.
5. "Stick On" letters are not allowed on City maintained mylars. Engineers must submit a "photo" mylar as an original to the City if "Stick on" sheets are used. No sepia mylars or "contact" mylars will be allowed. Typing directly on the original mylar or using dot matrix lettering will not be allowed.
6. Engineering scale must be used (i.e., 1" = 20') which is sufficient to show the required information but shall not be greater than 1" = 50' unless prior approval from the engineering section is obtained.
7. The national geodetic vertical (NGV) sea level datum of 1929 shall be used for all improvement plans. The reference benchmark used for design shall be designated on the plans.
8. All improvement plans must orient the north arrow to the top or the right side of the drawing.
9. Street and water improvement stationing shall be from south to north or from west to east.
10. Sewer and storm drain plan stationing shall be from downstream to upstream and shall be along the center line of the conduit.
11. All improvements within the public right-of-way including streets, sewers, storm drains, and water mains (8" or above) shall show plan and profile on the same sheet.
12. If construction details are called out by numbers which refer to explanatory notes, such notes shall be shown on all sheets on which the note is used.

PLAN CHECK SUBMITTAL REQUIREMENTS

13. A copy of all permits from Caltrans, Ventura County Flood Control District, or other autonomous agencies shall be provided where applicable.
14. All off-site construction on private property will require letters of approval from the parties involved.
15. Where drainage diversion occurs, storm water acceptance deeds will be required from all affected land owners.
16. All reports, calculations, correspondence, etc. shall have the City project number noted thereon.
17. The project cover sheet shall have a sheet index for all sheets in the project.
18. Whenever an improvement plan is joining or abutting an existing structure, system, street or other improvement, a reference to the approved drawing shall be noted and a copy provided to the Development Services Plan Checker.
19. The first submittal of preliminary design plans and calculations shall be in accordance with the conditions of development of the map/permit. The plans and submittal checklists shall bear the signature of the Registered Engineer responsible for their preparation. Upon staff review of the Engineer's checklist, the completeness of the submittal shall be determined. Incomplete plans shall be rejected and returned to the Consulting Engineer for completion.
20. Four sets of check prints are required for all plans submitted for plan check. These sets must be accompanied by a copy of all items listed on the submittal checklist for a "first submittal."
21. All submittals, accompanied by the appropriate plan check fees, are to be submitted at the Development Services reception counter. City staff will distribute them to the appropriate personnel.
22. When the design meets approval of the City, the Design Engineer will be advised to submit the original ink mylars for signature. Accompanying the ink originals shall be all items listed on the submittal checklist for "final submittals."

PLAN CHECK SUBMITTAL REQUIREMENTS

CITY OF OXNARD DEVELOPMENT SERVICES DEPARTMENT

IMPROVEMENT PLANS SUBMITTAL CHECK LIST **All items on this check list must be marked prior to submittal.** **If an item is not applicable, write N/A.**

Development Permit No. _____ Date _____

I. FIRST SUBMITTAL REQUIREMENTS

- ☐ 1. Copy of this form signed by Registered Civil Engineer.
- ☐ 2. Fees
 - ☐ a. Map Checking Fee
 - ☐ b. Improvement Plan Check Fee (Determined on Cost Estimate Form)
- ☐ 3. Plans - 7 sets signed (Subdivision improvements only need to submit 5 sets)
 - ☐ a. Street Plans
 - ☐ b. Storm Drain Plans
 - ☐ c. Master Utility Plans
 - ☐ d. Grading Plans
 - ☐ e. Sewer Plans
 - ☐ f. Water Plans
 - ☐ g. Street cross-sections (when joining existing pavement)
 - ☐ h. Signing and Striping Plans
 - ☐ i. 100 Scale Addressing Base Map
- ☐ 4. Final or Parcel Map - 3 sets signed (if subdivision map submitted)
- ☐ 5. Map closure calculations - 2 sets signed (if subdivision map submitted)
- ☐ 6. Reference material (maps, deeds, etc.) - 1 set (if subdivision map submitted)
- ☐ 7. Subdivision guarantee signed by Title Officer - 1 set (if subdivision map submitted)
- ☐ 8. Title Report signed by Title Officer for all projects - 2 sets (title report must be less than 6 months old)
- ☐ 9. Drainage study - 2 sets signed (in conformance with required Hydrology and Hydraulic Report format or Letter of Drainage Assessment)
- ☐ 10. Fire Flow Test and supporting water calculations - 2 sets signed.
- ☐ 11. Soils Reports - 2 sets signed
- ☐ 12. Engineering Geological Reports (when required by City Engineer)
- ☐ 13. Cost estimates - 2 sets signed (Use City provided form)
- ☐ 14. Easements documents - 2 sets signed (Survey & Plan Checker) Submittal must include deed, legal description and sketch (8½" x 11" size only) A handout specifying easement requirements and required deed wording is available.
- ☐ 15. Copy of Engineer's current City of Oxnard business license
- ☐ 16. All applicable Plan and Map Preparation Checklist(s) (see pages 4,10,18, etc.)
- ☐ 17. Copy of Planning Commission and City Council resolutions approving the project.
- ☐ 18. Two (2) copies of Declaration of Restrictive Covenant for Stormwater Quality Control Measures Maintenance and Access.
- ☐ 19. Three (3) copies of SWPCP (less than 1 acre) or SWPPP (1 acre or more)

Engineer _____ RCE# _____

NOTE: Applicant needs to obtain a site address prior to submittal of construction drawings and/or subdivision maps. Call (805) 385-7890 to obtain address.

PLAN CHECK SUBMITTAL REQUIREMENTS

II. SECOND SUBMITTAL REQUIREMENTS

- ☐ 1. A copy of this form signed by a Registered Civil Engineer
- ☐ 2. Red line "markups" of previous check
- ☐ 3. All support or reference material requested on previous check
- ☐ 4. If an improvement is required for which the developer will receive reimbursement, one blue line print, color coded, showing reimbursable items and listing proposed bid items and quantities.

Engineer _____

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III. THIRD SUBMITTAL AND ADDITIONAL SUBMITTALS REQUIREMENTS

- ☐ 1. A copy of this form signed by a Registered Civil Engineer
- ☐ 2. Red line "markups" of previous check
- ☐ 3. Final Cost Estimate(s)
- ☐ 4. Any support or reference material requested on previous check

Engineer _____

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IV. FINAL SUBMITTAL REQUIREMENTS

1. Items to be completed prior to accepting originals for signature
 - ☐ a. All improvement plans
 - ☐ b. Addressing Base Map
 - ☐ c. Final Map or Parcel Map
 - ☐ d. Notarized grant deeds including legal descriptions and sketches (i.e., water line, Storm Drain, sidewalk easement)
2. Items to be completed prior to release of approved sepias
 - ☐ a. Signed Construction Engineering Agreement form
 - ☐ b. Remainder of Plan Check and Inspection Fees paid
 - ☐ c. Bond and Improvement Agreement (Grading Bond is required if excavation or fill quantity is more than 500 cubic yards)
 - ☐ d. Signed Employment Acknowledgment form (Grading)
 - ☐ e. Certificate of tax status (Tract Map and Parcel Map)
 - ☐ f. Well destruction permit (City of Oxnard Permit Center)
 - ☐ g. Copies of all executed detention basin agreements, covenants and/or deed restrictions
 - ☐ h. Copy of contractor's Certificate of Insurance for Workman's Compensation Insurance
 - ☐ i. Off-site construction letter(s)
 - ☐ j. Proof of annexation into Calleguas Municipal Water District
 - ☐ k. Reassessment (if within an assessment district)
 - ☐ l. Quitclaim of utility easements (if within proposed street right-of-way)
 - ☐ m. Storm water acceptance deed(s)
 - ☐ n. Grading Permit(s) for borrow/spoil site
 - ☐ o. Septic tank abandonment permit (Building Division)
 - ☐ p. Notice of Intent (N.O.I.) for projects over 1 acre in total acreage
 - ☐ q. Water well pumping allocation transfer paperwork

Engineer _____

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PLAN CHECK SUBMITTAL REQUIREMENTS

SPECIAL NOTES

- a. If Cost Estimates are approved with Third Check, fees and bonding amounts will be supplied with the Third Check. It is suggested that the Engineer contact City Attorney's Office at that time to avoid possible delays in connection with the bonds and agreements which are handled through that office. (Phone Number 385-7483) Bonds and improvement agreement submittal are required prior to map and/or plan approval.
- b. This submission system is designed with the intention of completing all review in three checks for the mutual benefit of both the City and the consulting engineer.
- c. All required documents must be submitted simultaneously to process plans efficiently. Incomplete submittals will not be accepted.
- d. Following the Third Plan Check, a 10% surcharge on plan check fees will be assessed for each subsequent Plan Check.

PLAN CHECK SUBMITTAL REQUIREMENTS

CITY OF OXNARD DEVELOPMENT SERVICES DEPARTMENT

(A title sheet is required on all submittals except single lot paving and grading plans where a City Grading Plan Cover Sheet may be substituted)

TITLE SHEET CHECK LIST

Use City standard cover sheet with location and vicinity maps, abbreviations and standard title block and include:

- ☐ 1. Key map or index maps (clearly delineate tract boundary or construction boundary with bold line)
- ☐ 2. Index of drawings
- ☐ 3. Bench mark referenced (N.G.V. Datum)
- ☐ 4. Utility company plan review block (on tract improvement plans)
- ☐ 5. Project name or title
- ☐ 6. Name, address, phone number and contact person of engineering firm (all sheets)
- ☐ 7. Planning permit number (e.g.. PZ, SUP or DDR number)
- ☐ 8. Signature, R.C.E. number, stamp and expiration date of Registered Civil Engineer (all sheets)
- ☐ 9. Name and phone number of developer's agent responsible for project (available on 24 hour basis)
- ☐ 10. Signature block for Traffic, Operations, Water, Wastewater, Fire, Parks, Planning, and Refuse Departments. (As appropriate)

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PLAN CHECK SUBMITTAL REQUIREMENTS

GENERAL NOTES FOR STREET IMPROVEMENTS

1. The streets shall be constructed in conformance with the latest editions of the City of Oxnard Department of Public Works Standards, “Standard Specifications for Public Works Construction” (SSPWC), and the City of Oxnard Standard Land Development Specifications.
2. Contractor shall notify the City Inspection Division and all other interested parties and arrange for a preconstruction conference 48 hours prior to the beginning of construction (phone 385-7840).
3. At least two (2) working days prior to commencing construction, the contractor shall contact the Regional Notification Center (**Underground Service Alert of Southern California—U.S.A. at 1-800-422-4133**) to obtain an inquiry identification number and to request the utility owners to mark or otherwise indicate the location of their subsurface facilities. The contractor shall determine the location and depth of all utilities, including all service connections, which have been marked by the respective owners and which may affect or be affected by its operations. The contractor shall take all necessary measures to protect all utilities and all structures found at the site.
4. All permits necessary prior to beginning construction shall be obtained by the contractor.
5. Throughout all phases of construction, including suspension of work, until final acceptance of the project, the contractor shall keep the work site clean and free from rubbish and debris. The contractor shall also abate dust nuisance by cleaning, sweeping and sprinkling with water and using dust fences or other methods as directed by the City throughout the construction operation.
6. The developer’s engineer shall keep a strict record of all changes and submit this record to the City of Oxnard Development Services Department. Certified “As-Built” plans shall be provided to the City of Oxnard by the developer’s engineer before the release for occupancy will be issued.
7. All damage caused to public streets, including haul routes, alleys, sidewalks, curbs or street furnishings, or to private property shall be repaired at the sole expense of the contractor to the engineer’s satisfaction.
8. The contractor shall remove and replace any existing broken or damaged sidewalk, curb, gutter or asphalt paving (patch, repair or overlay) and upgrade the alley adjacent to the property to current City standards as directed by the City Inspector.
9. Sawcutting of existing pavement shall be to a clean straight edge as directed by the City Inspector.
10. Pavement removal and replacement shall be in conformance with the City of Oxnard Standards and Specifications. Compaction efforts shall not disturb adjacent street structural section. Contractor shall be responsible for any such damage.
11. All underground sewer, storm drain, and water pipelines, electric power, telephone or cable TV conduits and cable and gas pipelines shall be installed prior to construction of curbs, gutters, sidewalks and pavement.
12. Where joining the existing pavement, sawcut to sound pavement and overlay as required to provide proper grade and 2% cross-slope. Any unsound pavement shall be replaced.
13. The developer shall obtain final approval of reimbursement amounts prior to beginning construction on reimbursable items.
14. All water wells located within the site shall be reported to the City of Oxnard Water Superintendent prior to their modification or destruction (City of Oxnard Ordinance No. 2219).

PLAN CHECK SUBMITTAL REQUIREMENTS

15. Stations shown on street improvement drawings are along centerline of street.
16. The contractor is required to protect all existing survey monumentation during grading and all subsequent construction. Contractor shall give the engineer adequate notice, before disturbing said monuments, so the engineer can replace or relocate any existing survey monumentation.
17. All manhole rims, lids, valve boxes and other street appurtenances shall be set to finish grade by the contractor as part of this project.
18. Street lights, street name signs and traffic signs shall be installed by the contractor in accordance with the City Standards and subject to the approval of the Director of Public Works. Construct standard Access Ramp for the physically disabled per City Standard Plan Plate 110 at each curb return at every intersection having a sidewalk.

CAUTION: UNDERGROUND STRUCTURES

All underground utilities or structures reported by the owner or those shown on records examined are indicated with their approximate location and extent. The developer, by accepting these plans or proceeding with improvements pursuant thereto, understands that they agree to assume liability, and agree to hold the undersigned harmless for any liability for damage resulting from the existence of underground utilities or structures not reported to the undersigned, not indicated on the public records examined, located at variance with that reported or shown on records examined. The contractor is required to take due precautionary measures to protect the utilities or structures found at the site. It shall be the contractor's responsibility to notify the owners of the utilities or structures concerned before starting to work.

PLAN CHECK SUBMITTAL REQUIREMENTS

CITY OF OXNARD DEVELOPMENT SERVICES DEPARTMENT

STREET IMPROVEMENT CHECK LIST

A. COVER SHEET (Required if submittal contains more than two street plan sheets. If no cover sheet is required, cover sheet items must be included on the first Street Plan sheet.)

- ☐ 1. Key map
- ☐ 2. Bench mark (N.G.V. Datum)
- ☐ 3. Graphic sheet index included if more than two street sheets in set
- ☐ 4. Sheet index
- ☐ 5. General notes
- ☐ 6. Typical street cross sections w/ traffic index (T.I.) noted on each section

B. STREET PLAN VIEWS

- | | |
|--|---|
| <input type="checkbox"/> 1. North arrow (oriented either to top or right of sheet) | <input type="checkbox"/> 11. Elevation(s) and station(s) of B.C.s, E.C.s, P.R.C.s, B.C.R.s and E.C.R.s noted |
| <input type="checkbox"/> 2. Scale noted | <input type="checkbox"/> 12. Handicap ramps shown per City Standards |
| <input type="checkbox"/> 3. Graphic scale shown | <input type="checkbox"/> 13. Catch basin station(s) noted |
| <input type="checkbox"/> 4. Conforms to tentative submittal (tentative map or site plan) and conditions of approval | <input type="checkbox"/> 14. References to standard plates noted |
| <input type="checkbox"/> 5. Plan view shown with street name(s) and width(s) shown | <input type="checkbox"/> 15. Sheet cross references provided |
| <input type="checkbox"/> 6. Sidewalk(s) shown (Full horizontal and vertical control is required for meandering sidewalks. All street appurtenances (e.g. transformer pads, street lights, street name signs, etc.) must be shown in relation to the proposed sidewalk. | <input type="checkbox"/> 16. Existing facility drawing references noted |
| <input type="checkbox"/> 7. Intersection station(s) and elevation(s) shown | <input type="checkbox"/> 17. All existing underground/aboveground utilities shown |
| <input type="checkbox"/> 8. Cross gutter flow line elevations shown | <input type="checkbox"/> 18. Medians stationed with curve data listed |
| <input type="checkbox"/> 9. Lot lines shown and lot numbers noted | <input type="checkbox"/> 19. Median intersection set back per City Standards |
| <input type="checkbox"/> 10. Curve data and curb return data listed | <input type="checkbox"/> 20. Electroliers shown (street lights) |
| | <input type="checkbox"/> 21. Driveway width(s) and station(s) shown |
| | <input type="checkbox"/> 22. Elevations at join line(s) noted |
| | <input type="checkbox"/> 23. Street cross sections provided at 50' interval (when joining existing paving) |
| | <input type="checkbox"/> 24. Traffic signing and striping (On separate sheet(s) from street construction plans) |
| | <input type="checkbox"/> 25. Traffic signal plans |

C. STREET PROFILE VIEWS

- ☐ 1. Original ground profile at centerline and right-of-way lines shown
- ☐ 2. Proposed centerline profile shown and labeled
- ☐ 3. Profile of both curbs shown and labeled
- ☐ 4. Profile of both median curbs shown and labeled
- ☐ 5. Length on curb for horizontal curves noted
- ☐ 6. Vertical curves provided for algebraic grade changes of 0.5% and greater per City Standards
- ☐ 7. Minimum longitudinal grade of 0.4%
- ☐ 8. Elevation(s) and station(s) of BCR's & ECR's shown
- ☐ 9. Elevations for quarter points on street curb returns shown

Engineer _____

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PLAN CHECK SUBMITTAL REQUIREMENTS

GENERAL NOTES FOR STORM DRAIN IMPROVEMENTS

1. The storm drain system shall be constructed in conformance with the latest editions of the City of Oxnard Department of Public Works Standards, "Standard Specifications for Public Works Construction" (SSPWC), and the City of Oxnard Standard Land Development Specifications.
2. Contractor shall notify the City Inspection Division and all other interested parties and arrange for a preconstruction conference 48 hours prior to the beginning of construction (phone 385-7840).
3. At least two (2) working days prior to commencing construction, the contractor shall contact the Regional Notification Center (**Underground Service Alert of Southern California—U.S.A. at 1-800-422-4133**) to obtain an inquiry identification number and to request the utility owners to mark or otherwise indicate the location of their subsurface facilities. The contractor shall determine the location and depth of all utilities, including all service connections, which have been marked by the respective owners and which may affect or be affected by its operations. The contractor shall take all necessary measures to protect all utilities and all structures found at the site.
4. All permits necessary prior to beginning construction shall be obtained by the contractor.
5. Throughout all phases of construction, including suspension of work, until final acceptance of the project, the contractor shall keep the work site clean and free from rubbish and debris. The contractor shall also abate dust nuisance by cleaning, sweeping and sprinkling with water and using dust fences or other methods as directed by the City throughout the construction operation.
6. The developer's engineer shall keep a strict record of all changes and submit this record to the City of Oxnard Development Services Department. Certified "As-Built" plans shall be provided to the City of Oxnard by the developer's engineer before the release for occupancy will be issued.
7. All damage caused to public streets, including haul routes, alleys, sidewalks, curbs or street furnishings, or to private property shall be repaired at the sole expense of the contractor to the engineer's satisfaction.
8. Sawcut existing pavement to a clean straight edge as directed by the City Inspector.
9. Pavement removal and replacement shall be in conformance with the City of Oxnard Standards and Specifications. Compaction efforts shall not disturb adjacent street structural section. Contractor shall be responsible for any such damage.
10. At least two (2) working days before commencing excavation for the storm drain, the contractor shall pothole and expose the existing storm drains at all crossings and at the point of tie-in; then contact the engineer so that the elevation of the existing facilities can be verified.
11. The developer shall obtain final approval of reimbursement amounts prior to beginning construction on reimbursable items.
12. Stations shown on storm drain drawings are along centerline of storm drain.
13. The contractor is required to protect all existing survey monumentation during grading and all subsequent construction. Contractor shall give the engineer adequate notice, before disturbing said monuments, so the engineer can replace or relocate any existing survey monumentation.
14. Vertical trench shoring shall conform with the orders of the State of California, Division of Industrial Safety (DIS) and O.S.H.A. Standards. Contractor shall have D.I.S. Excavation Permit (copy to City).

PLAN CHECK SUBMITTAL REQUIREMENTS

15. Trench backfill shall be accomplished in accordance with City of Oxnard Standard Plan requirements.
16. All manhole rims and lids shall be set to finish grade by the contractor as a part of this project.
17. Special beveled pipe shall be used where curve radii exceeds the manufacturer's recommendations for deflection.
18. Where clearance between utilities and the storm drain is limited and critical, the contractor shall determine before construction (by "potholing" or other means) that the storm drain construction can be completed to the lines and grades shown on these plans.
19. All storm drains 30" or smaller in diameter shall be videotaped by the contractor in VHS format and the tape shall be delivered to the city inspector at the time of taping.

CAUTION: UNDERGROUND STRUCTURES

All underground utilities or structures reported by the owner or those shown on records examined are indicated with their approximate location and extent. The developer, by accepting these plans or proceeding with improvements pursuant thereto, understands that they agree to assume liability, and agree to hold the undersigned harmless for any liability for damage resulting from the existence of underground utilities or structures not reported to the undersigned, not indicated on the public records examined, located at variance with that reported or shown on records examined. The contractor is required to take due precautionary measures to protect the utilities or structures found at the site. It shall be the contractor's responsibility to notify the owners of the utilities or structures concerned before starting to work.

PLAN CHECK SUBMITTAL REQUIREMENTS

CITY OF OXNARD DEVELOPMENT SERVICES DEPARTMENT

STORM DRAINAGE CHECK LIST

A. COVER SHEET (Required if more than two storm drain sheets. If no cover sheet is required, cover sheet items must be included on the first Storm Drain Plan sheet.)

- ☐ 1. Storm drain notes shown
- ☐ 2. Graphic sheet index included if more than two storm drain sheets in set
- ☐ 3. Sheet index provided
- ☐ 4. Bench mark referenced (N.G.V. Datum)

B. STORM DRAIN PLANS

- ☐ 1. North arrow (oriented either to top or right of sheet)
- ☐ 2. Scale noted
- ☐ 3. Graphic scale shown
- ☐ 4. Conforms to tentative submittal
- ☐ 5. Conforms to conditions of approval
- ☐ 6. Plan view
- ☐ 7. Distance from street centerline to centerline of pipe shown
- ☐ 8. Catch basins with Plate No., "W", and "V" dimensions shown
- ☐ 9. Catch basins at 800' to 1000' intervals on major streets (street capacity calculation is required in hydraulics report)
- ☐ 10. Junction structures shown with standard plate number noted
- ☐ 11. Profile shown with design flow (Q) and velocity (V) noted on each pipe reach
- ☐ 12. Size, material, class, and bedding of pipe(s) noted
- ☐ 13. Length between manholes noted on profile
- ☐ 14. Slope between manholes noted on profile to 4 decimal places
- ☐ 15. Curve data listed
- ☐ 16. All underground crossings detailed
- ☐ 17. Special construction at crossings detailed
- ☐ 18. Maximum manhole spacing for 27" diameter storm drain pipe or less (200'), 30" to 45" diameter (400'), 48" and larger diameter (500')
- ☐ 19. Hydraulic grade line for 10 year, 50 year or 100 year event (as appropriate) shown
- ☐ 20. Manhole rim elevations noted
- ☐ 21. Manhole standard plate reference noted
- ☐ 22. Permits obtained (i.e., V.C.F.C. Permit)
- ☐ 23. Proposed easements shown on plan
- ☐ 24. Design conforms to conditions presented in Hydrology and Hydraulic Report

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PLAN CHECK SUBMITTAL REQUIREMENTS

CITY OF OXNARD DEVELOPMENT SERVICES DEPARTMENT

MASTER UTILITY PLAN CHECK LIST

A. COVER SHEET

None required

B. PLAN SHEETS

- ☐ 1. North arrow (oriented to either top or right of sheet)
- ☐ 2. Scale noted
- ☐ 3. Graphic scale shown
- ☐ 4. Lot lines and numbers shown
- ☐ 5. Water lines shown
- ☐ 6. Sewer lines shown
- ☐ 7. Storm drains shown
- ☐ 8. Dimensions from street centerline to the centerline of all utilities shown
- ☐ 9. Street lights shown
- ☐ 10. Driveways shown
- ☐ 11. Gas, Telephone, Edison, and Cable T.V. lines shown

NOTE: Information on all utilities within the project is required on “As-Built” plans

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PLAN CHECK SUBMITTAL REQUIREMENTS

CITY OF OXNARD DEVELOPMENT SERVICES DEPARTMENT

(It is mandatory that the pre-lettered Development Services Grading Plan cover sheet be used on all projects where a rough or fine grading plan is being submitted.)

GENERAL NOTES FOR GRADING

1. All Grading shall conform to the City of Oxnard Grading Ordinance and the latest editions of the City of Oxnard Department of Public Works Standards, "Standard Specifications for Public Works Construction" (SSPWC), and the City of Oxnard Standard Land Development Specifications.
2. Contractor shall notify the City Inspection Division and all other interested parties and arrange for a preconstruction conference 48 hours prior to the beginning of construction (phone 385-7840).
3. At least two (2) working days prior to commencing construction, the contractor shall contact the Regional Notification Center (**Underground Service Alert of Southern California—U.S.A. at 1-800-422-4133**) to obtain an inquiry identification number and to request the utility owners to mark or otherwise indicate the location of their subsurface facilities. The contractor shall determine the location and depth of all utilities, including all service connections, which have been marked by the respective owners and which may affect or be affected by its operations. The contractor shall take all necessary measures to protect all utilities and all structures found at the site.
4. All permits necessary prior to beginning construction shall be obtained by the contractor.
5. Throughout all phases of construction, including suspension of work, until final acceptance of the project, the contractor shall keep the work site clean and free from rubbish and debris. The contractor shall also abate dust nuisance by cleaning, sweeping and sprinkling with water and using dust fences or other methods as directed by the City throughout the construction operation.
6. The contractor shall keep a strict record of all changes and submit this record to the City of Oxnard Development Services Department. Certified "As-Built" plans shall be provided to the City of Oxnard by the developer's engineer before the release for occupancy will be issued.
7. All damage caused to public streets, including haul routes, alleys, sidewalks, curbs or street furnishings, or to private property shall be repaired at the sole expense of the contractor to the engineer's satisfaction.
8. The contractor shall remove and replace any existing broken or damaged sidewalk, curb, gutter or asphalt paving (patch, repair or overlay) and upgrade the alley adjacent to the property to current City standards as directed by the Engineer.
9. Sawcut existing pavement to a clean straight edge as directed by the City Inspector.
10. Pavement removal and replacement shall be in conformance with the City of Oxnard Standards and Specifications. Compaction efforts shall not disturb adjacent street structural section. Contractor shall be responsible for any such damage.
11. All underground sewer, storm drain, and water pipelines, electric power, telephone or cable TV conduits and cable and gas pipelines shall be installed prior to construction of curbs, gutters, sidewalks and pavement.

PLAN CHECK SUBMITTAL REQUIREMENTS

12. Where joining the existing pavement, sawcut to sound pavement and overlay as required to provide proper grade and 2% cross-slope. Any unsound pavement shall be replaced as required by the engineer.
13. At least two (2) working days before commencing excavation, the contractor shall pothole and expose the existing utilities at all crossings and at the point of tie-in; then contact the Engineer to verify the elevation of the existing facilities.
14. The developer shall obtain final approval of reimbursement amounts prior to beginning construction on reimbursable items.
15. All water wells located within the site shall be reported to the City of Oxnard Water Superintendent prior to their modification or destruction (City of Oxnard Ordinance No. 2219).
16. The contractor is required to protect all existing survey monumentation during grading and all subsequent construction. Contractor shall give the engineer adequate notice, before disturbing said monuments, so the engineer can replace or relocate any existing survey monumentation.
17. The Soil Engineers' recommendations (and Engineering Geologists' recommendations, where employed) contained in the reports referenced hereon as approved or conditioned by the City shall be a part of this grading plan.
18. All unsuitable material shall be removed as required by the Soils Engineer (and Engineering Geologist, where employed) from all areas to receive compacted fill or drainage structures.
19. All deleterious material (e.g. - lumber, logs, brush, rubbish, etc.) shall be removed from all areas to receive compacted fill and hauled to a dump-site approved by the Engineer.
20. All areas to receive compacted fill shall be inspected and approved by the Soils Engineer (and Engineering Geologist, where employed) after removal of unsuitable material and excavation of keyways and benches, and prior to placement of subsurface drainage systems or any fills.
21. All soil or rock materials deemed unsuitable for placement in compacted fill shall be removed from the site. Any imported material shall be approved by the Soils Engineer prior to use in compacted fill. Blocky material shall be broken into suitable particle sizes before being used as fill in conformance with the City standards.
22. All tree roots, abandoned irrigation lines, utility services, septic tanks and similar materials shall be removed from the site and voids created thereby shall be properly filled and compacted as directed by the Soils Engineer.
23. All excavated back slopes and keys for buttress fills must be examined by the Engineering Geologist and Soils Engineer to insure all potential planes of failure have been exposed in the excavation and will be adequately supported by the proposed buttress fills.
24. The Soils Engineer shall submit recommendations for corrective work to insure slope stability where unstable material is exposed at the top of cuts.
25. During the rainy season (approximately October through April), the developer shall be responsible for providing storm damage prevention measures or erosion control devices and/or to perform certain grading to prevent soil or excess runoff from flowing into public streets or adjacent properties. In the event of such an occurrence, cleanup shall commence immediately. Should City forces or the City contractor perform any cleanup resulting from this development, the developer shall pay the cost incurred within ten (10) working days upon receipt of billing.

PLAN CHECK SUBMITTAL REQUIREMENTS

26. The developer or his agent shall be responsible for removal and cleanup of any spill on public streets during the grading operation, as well as repair of damage to haul routes and existing facilities.
27. Maximum slopes for both cut and fill shall be 2:1.
28. Contractor shall notify the engineer in the Development Services Inspector's Group (385-7840) at least 24 hours in advance when inspection is to be made.
29. No oversize or overweight loads are permitted without a separate moving permit.
30. Haul routes must be on official truck routes as shown on the City truck route map. A separate encroachment permit is required when it is necessary to flag traffic or install any traffic control devices on City right-of-way.
31. All work contemplated under the permit shall be completed within the time limit specified in the permit or any time extensions granted thereon and shall be done in accordance with the approved plans and in compliance with the terms and conditions of the Grading Permit to the satisfaction of the Development Services Director and all other provisions of the code, applicable laws, and ordinances.
32. In the event the developer fails to comply with the provisions of the permit and applicable laws, the surety will promptly complete the work to the satisfaction of the Development Services Director. In the event said surety fails to promptly do so, the surety shall pay the City all costs and expenses incurred by said City in making the premises safe to the satisfaction of the Development Services Director.
33. Fine grading to be no less than the following:

Longitudinal-Slope	Cross-Slope	
Pervious surfaces	1.00%	2.0%
Asphalt surfaces	0.50%	1.0%
Concrete surfaces	0.25%	0.5%
34. If the property grades have an elevation differential of 12 inches, a retaining wall shall be required (permit to be obtained from Building Division before approval of grading plan). Grade differential greater than three feet shall require a double wall with a 3 foot planting strip between walls. Maximum wall height shall not exceed 8 feet between lots.
35. For a period of six months after the issuance of the certificate of completion, the developer shall perform all maintenance and comply with all conditions required under the permit.
36. Prior to a final inspection and acceptance of the grading operation, all certification hereon shall be fully executed by the appropriate registered professionals.
37. All sewer and storm drain lines, 30" or smaller in diameter shall be videotaped by the contractor in VHS format and the tape shall be delivered to the city inspector at the time of taping.

CAUTION: UNDERGROUND STRUCTURES

All underground utilities or structures reported by the owner or those shown on records examined are indicated with their approximate location and extent. The developer, by accepting these plans or proceeding with improvements pursuant thereto, understands that they agree to assume liability, and agree to hold the undersigned harmless for any liability for damage resulting from the existence of underground utilities or structures not reported to the undersigned, not indicated on the public records examined, located at variance with that reported or shown on records examined. The contractor is required to take due precautionary measures to protect the utilities or structures found at the site. It shall be the contractors responsibility to notify the owners of the utilities or structures concerned before starting to work.

PLAN CHECK SUBMITTAL REQUIREMENTS

CITY OF OXNARD DEVELOPMENT SERVICES DEPARTMENT

GRADING PLAN CHECK LIST

A. COVER SHEET (USE CITY STANDARD GRADING PLAN COVER SHEET)

Note to Engineer: Make sure all blanks on the grading plan cover sheet have been filled in.

- ☐ 1. Grading notes
- ☐ 2. Graphic sheet index if more than one sheet
- ☐ 3. Site location map
- ☐ 4. Cut and fill yardage noted
- ☐ 5. Bench Mark (N.G.V. Datum) referenced
- ☐ 6. Name and phone number of developers agent responsible for project (available on 24 hour basis)
- ☐ 7. Signature, R.C.E. number, stamp and expiration date of Registered Civil Engineer (on all sheets)
- ☐ 8. Legal description of the property
- ☐ 9. The source of import, destination of surplus material and haul routes.
- ☐ 10. Hours of work and method of controlling dust
- ☐ 11. Rough Grading and final Grading Certificates
- ☐ 12. "As-Built" certificate
- ☐ 13. A statement from the Soils Engineer stating

"This plan is acceptable in regards to soils (and geologic, if applicable) conditions and conforms to the recommendations of the supportive reports by _____ dated: _____, ____ 19____,"

and the signature of the Soils Engineer.

- ☐ 14. Name, address, phone number and contact person of engineering firm
- ☐ 15. All abbreviation and symbols defined
- ☐ 16. Signature block for Traffic, Operations, Water, Wastewater, Fire, Parks, Planning, and Refuse Divisions. (As appropriate and unless already included on the overall title sheet)

B. GRADING SHEETS

- ☐ 1. North arrow (oriented to either top or right of sheet)
- ☐ 2. Scale noted (Engineering scale--e.g. 1"=20', 1"=30', etc.)
- ☐ 3. Graphic Scale
- ☐ 4. Existing topographic features and contours at least 50' beyond project on all sides
- ☐ 5. Contour interval not less than one foot
- ☐ 6. Show all existing underground facilities (e.g. - septic tanks, irrigation lines, etc.) using short dashed lines or a halftone image. Note disposition of existing facilities
- ☐ 7. Show all existing and proposed easements and identify them
- ☐ 8. Show elevations of all facilities within easements
- ☐ 9. No drainage across lot lines
- ☐ 10. Proposed elevations consistent with Storm Drain plans
- ☐ 11. Unprotected cut and fill slopes at a maximum of 2:1 (Horizontal:Vertical)
- ☐ 12. Slope top and bottom set back from lot lines
- ☐ 13. Compliance with recommendations of Soils Report
- ☐ 14. Slopes are part of downhill lot

PLAN CHECK SUBMITTAL REQUIREMENTS

- ☐ 15. Minimum grades met:

	Longitudinal-Slope	Cross-Slope
Pervious surfaces	1.00%	2.0%
Asphalt surfaces	0.50%	1.0%
Concrete surfaces	0.25%	0.5%

- ☐ 16. Retaining walls and/or double walls with planting strips shown
- ☐ 17. Freestanding walls shown (8 feet maximum height)
- ☐ 18. Pad and finished floor elevations noted
- ☐ 19. Adequate number of spot elevations including lot corner elevations noted
- ☐ 20. Cross sections as necessary and on all project boundaries provided
- ☐ 21. Dimensions noted on all lot lines (bearing, distance, curve data, etc.)
- ☐ 22. Street centerline and top of curb elevations noted at 50' intervals (max.)
- ☐ 23. Existing or proposed street centerline elevations at beginning, mid point and end of vertical curves provided
- ☐ 24. Street grades match Street plans
- ☐ 25. Overland flow direction and slope shown
- ☐ 26. Motorcycle stalls shown paved with concrete
- ☐ 27. All sidewalks and walkways meet disabled access requirements
- ☐ 28. Landscape mounding shown
- ☐ 29. Detailed plans of all drainage and protective devices provided
- ☐ 30. Street names, dimension from street centerline to the property line and curb line noted
- ☐ 31. Location and installation standards for water meter(s), sewer lateral(s), fire sprinkler backflow device(s) and other utility appurtenances shall be shown on the grading plan unless a separate utility plan is required. (See individual utility plan checklist for additional information)
- ☐ 32. The Civil Engineers shall be responsible for the establishment of line (horizontal control) grade (vertical control) and drainage of the development areas and provide such information on the grading plan.
- ☐ 33. Adequate information and details provided on the grading plan to facilitate plan checking and field inspection.

Engineer _____ R.C.E. _____

PLAN CHECK SUBMITTAL REQUIREMENTS

GENERAL NOTES FOR SEWER IMPROVEMENTS

1. The sewer system shall be constructed in conformance with the latest editions of the City of Oxnard Department of Public Works Standards, "Standard Specifications for Public Works Construction" (SSPWC), and the City of Oxnard Standard Land Development Specifications.
2. Contractor shall notify the City Inspection Division and all other interested parties and arrange for a preconstruction conference 48 hours prior to the beginning of construction (phone 385-7840).
3. At least two (2) working days prior to commencing construction, the contractor shall contact the Regional Notification Center (**Underground Service Alert of Southern California—U.S.A.**) at **1-800-422-4133** to obtain an inquiry identification number and to request the utility owners to mark or otherwise indicate the location of their subsurface facilities. The contractor shall determine the location and depth of all utilities, including all service connections, which have been marked by the respective owners and which may affect or be affected by its operations. The contractor shall take all necessary measures to protect all utilities and all structures found at the site.
4. All permits necessary prior to beginning construction shall be obtained by the contractor.
5. Throughout all phases of construction, including suspension of work, until final acceptance of the project, the contractor shall keep the work site clean and free from rubbish and debris. The contractor shall also abate dust nuisance by cleaning, sweeping and sprinkling with water and using dust fences or other methods as directed by the City throughout the construction operation.
6. The engineer shall keep a strict record of all changes and submit this record to the City of Oxnard Development Services Department. Certified "As-Built" plans shall be provided to the City of Oxnard by the developer's engineer before the release for occupancy will be issued.
7. All damage caused to public streets, including haul routes, alleys, sidewalks, curbs or street furnishings, or to private property shall be repaired at the sole expense of the contractor to the engineer's satisfaction.
8. Sawcut existing pavement to a clean straight edge as directed by the City Inspector.
9. Pavement removal and replacement shall be in conformance with the City of Oxnard Standards and Specifications. Compaction efforts shall not disturb adjacent street structural section. Contractor shall be responsible for any such damage.
10. All underground sewer, storm drain, and water pipelines, electric power, telephone or cable TV conduits and cable and gas pipelines shall be installed prior to construction of curbs, gutters, sidewalks and pavement.
11. At least two (2) working days before commencing excavation for the sewer, the contractor shall pothole and expose the existing utilities at all crossings and at the point of tie-in; then contact the Engineer to verify the elevation of the existing facilities.
12. The developer shall obtain final approval of reimbursement amounts prior to beginning construction on reimbursable items.
13. Stations shown on sewer drawings are along centerline of sewer main.
14. Separation of sewer and water shall be in conformance with the latest requirements of the State of California Department of Health.

PLAN CHECK SUBMITTAL REQUIREMENTS

15. Vertical trench shoring shall conform with the orders of the State of California, Division of Industrial Safety (DIS) and OSHA Standards. Contractor shall have DIS Excavation Permit (copy to City).
16. Trenches shall be backfill in accordance with City of Oxnard Standard Plates.
17. Sewer contractor shall inscribe an "S" in the vertical face or top of curb where the lateral passes under the curb.
18. Extend sewer lateral a minimum of 5 feet inside property line of all lots. Sewer laterals shall not be located under driveways.
19. All manhole rims and lids shall be set to finish grade by the contractor as a part of this project.
20. All sewers shall be videotaped by the contractor in VHS format and the tape(s) shall be delivered to the city inspector at the time of taping.

CAUTION: UNDERGROUND STRUCTURES

All underground utilities or structures reported by the owner or those shown on records examined are indicated with their approximate location and extent. The developer, by accepting these plans or proceeding with improvements pursuant thereto, understands that they agree to assume liability, and agree to hold the undersigned harmless for any liability for damage resulting from the existence of underground utilities or structures not reported to the undersigned, not indicated on the public records examined, located at variance with that reported or shown on records examined. The contractor is required to take due precautionary measures to protect the utilities or structures found at the site. It shall be the contractors responsibility to notify the owners of the utilities or structures concerned before starting to work.

PLAN CHECK SUBMITTAL REQUIREMENTS

CITY OF OXNARD DEVELOPMENT SERVICES DEPARTMENT

SEWER PLAN CHECK LIST

A. **COVER SHEET** (Required if more than two sewer plan sheets. If no cover sheet is required, cover sheet items must be included on the first Sewer plan sheet.)

- ☐ 1. Sewer notes shown
- ☐ 2. Graphic sheet index included if more than two sewer sheets in set
- ☐ 3. Sheet index provided
- ☐ 4. Bench mark referenced (N.G.V. Datum)

B. SEWER SHEETS

- ☐ 1. North arrow shown (oriented to either top or right of sheet)
- ☐ 2. Scale shown
- ☐ 3. Graphic scale shown
- ☐ 4. Plan view provided (including street name, street width and right-of-way width)
- ☐ 5. Lot lines and numbers shown
- ☐ 6. Dimensions and location per City standard plates
- ☐ 7. Curve data listed
- ☐ 8. Water and storm drain pipe locations shown
- ☐ 9. Profile provided (flowline and top of the pipe elevations noted at all junctions and manholes)
- ☐ 10. Pipe size, material, class, and bedding noted
- ☐ 11. Slope between manholes noted
- ☐ 12. Minimum 5' of cover provided
- ☐ 13. Utility and storm drain crossings detailed (plan and profile)
- ☐ 14. Special crossing construction detailed
- ☐ 15. Manhole spacing noted (Max. 350' for lines 12" or less, 400' for lines over 12")
- ☐ 16. Manhole rim elevations noted
- ☐ 17. Manhole flowline and invert elevations provided (inlet and outlet)
- ☐ 18. Manholes and cleanouts numbered consecutively
- ☐ 19. Drop of 0.1' across M.H. over 10° bearing change, 0.2' drop at intersections provided
- ☐ 20. Lateral size and slope noted
- ☐ 21. Lateral station or location noted (distance from property line)
- ☐ 22. Water/sewer separation per Health Department Standards provided
- ☐ 23. Depth or flowline elevation of sewer lateral at property line shown
- ☐ 24. Stationing shown along centerline of sewer main
- ☐ 25. Finished grade over sewer lines shown on profile
- ☐ 26. Bearing and length of all sewer lines shown
- ☐ 27. No lateral connections to manholes
- ☐ 28. Laterals shown perpendicular to sewer main
- ☐ 29. No sewer laterals under driveways (show driveways on sewer plan)

Engineer _____ R.C.E. _____

PLAN CHECK SUBMITTAL REQUIREMENTS

GENERAL NOTES FOR WATER IMPROVEMENTS

1. The water system shall be constructed in conformance with the latest editions of the City of Oxnard Department of Public Works Standards, “Standard Specifications for Public Works Construction” (SSPWC), and the City of Oxnard Standard Land Development Specifications.
2. Contractor shall notify the City Inspection Division and all other interested parties and arrange for a preconstruction conference 48 hours prior to the beginning of construction (phone 385-7840).
3. At least two (2) working days prior to commencing any excavation, the contractor shall contact the Regional Notification Center (**Underground Service Alert of Southern California—U.S.A.**) at **1-800-422-4133** to obtain an inquiry identification number and to request the utility owners to mark or otherwise indicate the location of their subsurface facilities. The contractor shall determine the location and depth of all utilities, including all service connections, which have been marked by the respective owners and which may affect or be affected by its operations. The contractor shall take due precautionary measures to protect all utilities and all structures found at the site.
4. All permits necessary prior to beginning construction shall be obtained by the contractor.
5. Throughout all phases of construction, including suspension of work, until final acceptance of the project, the contractor shall keep the work site clean and free from rubbish and debris. The contractor shall also abate dust nuisance by cleaning, sweeping and sprinkling with water and using dust fences or other methods as directed by the City throughout the construction operation.
6. The developer’s engineer shall keep a strict record of the location of all fittings, mains and connections. This information shall be submitted to the City of Oxnard Development Services Department as certified “As-Built” plans. The “As-Built” plans shall be submitted by the developer’s engineer before the release for occupancy or water meter installation.
7. All damage caused to public streets, including haul routes, alleys, sidewalks, curbs or street furnishings, or to private property shall be repaired at the sole expense of the contractor to the engineer’s satisfaction.
8. Sawcut existing pavement to a clean straight edge as directed by the City Inspector.
9. Pavement removal and replacement shall be in conformance with the City of Oxnard Standards and Specifications. Compaction efforts shall not disturb adjacent street structural section. Contractor shall be responsible for any such damage.
10. All underground sewer, storm drain, and water pipelines, electric power, telephone or cable TV conduits and cable and gas pipelines shall be installed prior to construction of curbs, gutters, sidewalks and pavement.
11. At least two (2) working days before commencing excavation for the water, the contractor shall pothole and expose the existing utilities at all crossings and at the point of tie-in; then contact the Engineer so the elevation of the existing facilities can be verified.
12. The developer shall obtain final approval of reimbursement amounts prior to beginning construction on reimbursable items.
13. All water wells located within the site shall be reported to the City of Oxnard Water Superintendent prior to their modification or destruction (City of Oxnard Ordinance No. 2219). A separate permit from the City is required prior to drilling, altering or abandoning a water well.

PLAN CHECK SUBMITTAL REQUIREMENTS

14. Stations shown on water drawings are along centerline of water main.
15. The contractor is required to protect all existing survey monumentation during grading and all subsequent construction. Contractor shall give the engineer adequate notice, before disturbing said monuments, so the engineer can replace or relocate any existing survey monumentation.
16. Separation of sewer and water shall be in conformance with the latest requirements of the State of California Department of Health.
17. Vertical trench shoring shall conform with the orders of the State of California, Division of Industrial (DIS) Safety and O.S.H.A. Standards. Contractor shall have DIS Excavation Permit (copy to City).
18. Trenches shall be backfill in accordance with City of Oxnard Standard Plates.
19. Sterilization and testing the new installation shall be completed prior to making final connection to the existing system. The contractor shall see that all valves in the system remain open after the test.
20. Water services with double meter stops, tail assembly and meter box shall be installed per City of Oxnard Standard Plan Plates by the contractor. The City of Oxnard will set the meters after financial arrangements are made.
21. All valves shall be Mueller RS gate valves or approved equal and shop coated with an approved thermo type epoxy.
22. All valve boxes shall be set to finish grade by the contractor as a part of this project.
23. 12 gauge copper location wire shall be installed on all PVC pipe mains and on 14 gauge insulated polyethylene water services.
24. All fire hydrants shall be bronze. Burys and spools shall be coated on the interior ferrous surfaces with an approved thermo type epoxy.
25. Adequate fire protection as determined by the Fire Chief shall be available prior to the issuance of Building Permit.
26. Contractor shall provide the Water Division with 48 hours advanced notice when requesting valve closures.

CAUTION: UNDERGROUND STRUCTURES

All underground utilities or structures reported by the owner or those shown on records examined are indicated with their approximate location and extent. The developer, by accepting these plans or proceeding with improvements pursuant thereto, understands that they agree to assume liability, and agree to hold the undersigned harmless for any liability for damage resulting from the existence of underground utilities or structures not reported to the undersigned, not indicated on the public records examined, located at variance with that reported or shown on records examined. The contractor is required to take due precautionary measures to protect the utilities or structures found at the site. It shall be the contractors responsibility to notify the owner of the utilities or structures concerned before starting to work.

PLAN CHECK SUBMITTAL REQUIREMENTS

CITY OF OXNARD DEVELOPMENT SERVICES DEPARTMENT

WATER PLAN CHECK LIST

A. **COVER SHEET** (Required if more than two water plan sheets. If no cover sheet is required, cover sheet items must be included on the first water plan sheet.)

- ☐ 1. Water notes shown
- ☐ 2. Graphic sheet index included if more than two water sheets in set
- ☐ 3. Sheet index provided
- ☐ 4. Bench mark referenced (N.G.V. Datum)

B. WATER SHEETS

- ☐ 1. North arrow (oriented to either top or right of sheet)
- ☐ 2. Scale noted
- ☐ 3. Graphic scale shown
- ☐ 4. Water lines located per Standard Plates
- ☐ 5. Pipe size, material, class and bedding noted
- ☐ 6. All fittings noted
- ☐ 7. Blow-offs and air/air vac. valves provided where needed
- ☐ 8. Hydrant station and type (size) noted (e.g. 4" x 2-1/2" x 2-1/2")
- ☐ 9. Water mains looped
- ☐ 10. Pipe cover provided per Standards (cover called out if differs from Standards)
- ☐ 11. Special construction at railroad crossings detailed
- ☐ 12. Thrust blocks shown and noted
- ☐ 13. Thrust block size and schedules provided (if needed)
- ☐ 14. Valves provided (usually 2 for "tees," 3 for "crosses")
- ☐ 15. Valves provided at 500 foot intervals
- ☐ 16. Water/sewer separation per Depart. of Health Standards (See City standard plans for details)
- ☐ 17. Service size noted
- ☐ 18. Service to median provided (for irrigation)
- ☐ 19. Profiles shown for 8" or larger pipes and at all crossings requiring offsets
- ☐ 20. Mains extended to project boundary
- ☐ 21. Waterline easements shown
- ☐ 22. Location of sewer line shown
- ☐ 23. Location of water services, meters and backflow devices shown
- ☐ 24. Street name, street width and right-of-way width shown
- ☐ 25. Lot lines and numbers noted
- ☐ 26. Bearing and distance for water mains shown
- ☐ 27. Special crossing construction detailed
- ☐ 28. All services perpendicular to the water main
- ☐ 29. No water service under driveways
- ☐ 30. All driveways and landscape areas shown

Engineer _____ R.C.E. _____

PLAN CHECK SUBMITTAL REQUIREMENTS

CITY OF OXNARD DEVELOPMENT SERVICES DEPARTMENT

TRACT MAP AND PARCEL MAP PREPARATION

GENERAL INFORMATION

- I. Maps should be prepared on 3 mil polyester based drafting film, 18" x 26" with one inch border within these dimensions on all sides. Printing should be in capital letters no less than 0.08" high. The map should be oriented so that "North" is in the northwest quadrant.
- II. All pen, stamp and signature inks shall be indelible (capable of resisting smudging when rubbed with a damp tissue).
- III. **SCALE:** Sufficient to clearly provide the required information but not less than 1" = 100' unless prior approval received from City Surveyor.
- IV. Certificates and Statements

The Ventura County Public Works Agency publishes a "Guide for the Preparation of Tract Maps, Parcel Maps and Records of Survey/Corner Records" which the map preparer is advised to consult. The modifications to the County Guide required by the City are as follows:

1. The general substitution of "City" in lieu of "County."
2. In the Owners statement water rights are dedicated to the City by the inclusion of this statement: "The Owner(s) also hereby dedicate(s) to the City of Oxnard all water rights and the right to develop all water found under said land without, however, the right of surface entry."
3. In the City Council Certificate note acceptance of water rights as per Item #2 above.
4. In the City Council Certificate note acceptance of street and highway rights-of-way "subject to improvement."
5. Add a City Treasurer's certificate as follows (Reversions Excepted):

CITY TREASURER CERTIFICATE:

I, _____, City Treasurer of the City of Oxnard, County of Ventura, State of California, do hereby certify that according to the records of my office, there are no liens against _____ or any part thereof, for unpaid municipal taxes or special assessments collected as municipal taxes, except taxes or special assessments not yet payable. Witness my hand and the official seal of the City of Oxnard this ____ day of _____, 19 ____.

City Treasurer of the City of Oxnard

6. Refer to "Tract Map and Parcel Map Check List."

PLAN CHECK SUBMITTAL REQUIREMENTS

CITY OF OXNARD DEVELOPMENT SERVICES DEPARTMENT

TRACT MAP AND PARCEL MAP CHECK LIST

A._TITLE

- ☐ 1. Tract or Parcel number noted
- ☐ 2. Record references listed
- ☐ 3. City of Oxnard, County of Ventura, State of California reference
- ☐ 4. Date provided
- ☐ 5. Name of map preparer noted

B._MAP

- ☐ 1. Conforms to tentative map and to conditions of approval
- ☐ 2. 3 mil mylar used
- ☐ 3. Sheet size 18" x 26" used
- ☐ 4. Margin 1" on all sides provided
- ☐ 5. Scale noted and graphic scale shown
- ☐ 6. North arrow (directed either to the top or left of the page)
- ☐ 7. Particular number of the sheet and total number of sheets (e.g. 2 of 5)
- ☐ 8. Key map shown (if more than two sheets)
- ☐ 9. Location map shown
- ☐ 10. Lettering size (.08" [80 Leroy] min.)
- ☐ 11. Minimum lot frontage of 40' provided
- ☐ 12. Bearing and distance on all lines shown
- ☐ 13. Entire lot provided on one sheet
- ☐ 14. No ditto marks used
- ☐ 15. Curve data listed
- ☐ 16. Radials on all lot line curves provided
- ☐ 17. Widths shown for streets
- ☐ 18. All easements shown (proposed and existing)
- ☐ 19. Easements properly described and dimensioned
- ☐ 20. Lots numbered consecutively
- ☐ 21. Basis of bearing noted
- ☐ 22. Streets named
- ☐ 23. Gross and net areas of parcels of one acre or more noted
- ☐ 24. Close traverse to 1:10,000 and no more than 0.01'
- ☐ 25. City boundaries noted
- ☐ 26. Lots and Parcels outside exterior boundary noted
- ☐ 27. Enlarged details where needed
- ☐ 28. Abbreviations and symbols defined
- ☐ 29. Check utility easements
- ☐ 30. Easements quitclaimed (if needed)
- ☐ 31. Show nearest street intersection
- ☐ 32. Relationship to adjoining sheets noted
- ☐ 33. Arrow showing dimensions provided
- ☐ 34. Relation to surrounding surveys noted
- ☐ 35. Exterior boundary indicated by distinctive symbol and dimension lines (3 times heavier than any other line except border)
- ☐ 36. Remainder of original parcel shown
- ☐ 37. Two permanent means of public access provided

PLAN CHECK SUBMITTAL REQUIREMENTS

C._SURVEY CONTROL

- ☐ 1. Sufficient mathematical data provided
- ☐ 2. Conformance to record
- ☐ 3. Treatment of discrepancies
- ☐ 4. Ties to adjoining property/subdivisions
- ☐ 5. Monuments: set or found
- ☐ 6. Tags on all monuments properly identified with tags or stampings
- ☐ 7. Exterior boundary monuments (1½" galvanized I.P. x 18")
- ☐ 8. Street centerlines monumented
- ☐ 9. Standard street intersection monuments
- ☐ 10. Lot corners monumented
- ☐ 11. Sufficient data to locate all monuments provided
- ☐ 12. References to all found monuments provided
- ☐ 13. Points located by ties so stated on map
- ☐ 14. Field check discrepancies with record
- ☐ 15. Monuments tagged by surveyor or engineer signing map
- ☐ 16. Basis that map is prepared from provided
- ☐ 17. Parcel Map from record data (15 years old maximum)
- ☐ 18. Monuments will be set within one year
- ☐ 19. Boundary properly established

D._CERTIFICATES AND STATEMENTS ON TITLE SHEET:

- ☐ 1. Owners statement includes dedication of water rights
- ☐ 2. Other interests per recent Title Report
- ☐ 3. Subdivision Guarantee provided
- ☐ 4. Notary(ies) provided
- ☐ 5. Signature, R.C.E./P.L.S. number, stamp and expiration date provided
- ☐ 6. Monumentation statement on parcel maps per Sec. 66445(i) Subdivision Map Act
- ☐ 7. City Surveyor's Statement provided
- ☐ 8. City Council Certificate includes "subject to improvement" language
- ☐ 9. City Council Certificate includes acceptance of water rights
- ☐ 10. Tax Collector's statement provided (except for reversions)
- ☐ 11. City Treasurer's statement provided (except for reversions)
- ☐ 12. County Recorder statement provided
- ☐ 13. Omission of signatures per Title Report
- ☐ 14. Ownership checked with Title Report
- ☐ 15. Dedication acceptance included in City Council Certificate
- ☐ 16. Dedication of access rights shown
- ☐ 17. Signature in opaque ink
- ☐ 18. Easements blanket in nature noted
- ☐ 19. Easements within street right-of-way
- ☐ 20. Reversion to Acreage

E. Other

- ☐ 1. Dedications by separate document provided for review [Offsite dedications]
- ☐ 2. Assessment diagrams adjusted [by separate document through Finance]
- ☐ 3. Certificate of Tax Status and Acceptance of Security Forms from the County provided prior to mylar submittal

Engineer/Surveyor _____ R.C.E./P.L.S. _____