Please Note: This checklist summarizes major and typical topics of review. Site specific issues can and will produce additional comments.

Project ID / Description:

Reviewer / Date:

Yes	No	N/A	ITEM OR DESCRIPTION
			IMPROVEMENT PLAN SUBMITTAL REVIEW
			PDF of Improvement Plans included?
			PDF of Landscaping Plans included that complies with the checklist titled "PUBLIC STREET LANDSCAPE PLAN CHECKLIST - INITIAL SUBMITTAL"? One of the sets should be a full plan set, including civil, landscape, traffic signal, etc.
			PDF of Traffic Signal Plan included that complies with the checklist titled "TRAFFIC SIGNAL PLAN CHECKLIST - INITIAL SUBMITTAL"? One of the sets should be a full plan set, including civil, landscape, traffic signal, etc.
			PDF of Muni Water Plan included – if project is in Muni Water area
			Engineer's Estimate Included (including Landscape Estimate if applicable)
			Plan check / Design / Review fees Paid
			IMPROVEMENT PLAN REVIEW (Non-compliance with bold items can trigger rejection of submittal)
			Procedural Requirements
			Proposed improvements within San Jose ROW, or necessary encroachment permits have been applied for? (SCVWD, VTA, Caltrans, County, etc.)
			Formatting Requirements (Use of standard CAD coversheet will address most of these items)
			Plan drawn clearly? (Topo and all text is legible)
			Plan on 24" x 36" sheets?
			Plan drawn to appropriate Engineer's Scale? (Min. 10ft/inch - Max. 40ft/inch)
			Plan based on standard coversheet and border?
			Scale shown on every sheet?
			Plan includes a vicinity map?
			Plan includes a north arrow?
			Plan includes a complete standard legend which is implemented in drawings?

Yes	No	N/A	ITEM OR DESCRIPTION
			Plan includes approval signature block?
			Plan includes all standard notes? (Improvement Plan notes, Electrical notes, Muni Water notes, Cleanout note)
			All streets have names?
			Sheet numbers on all sheets? (i.e. Sheet 2 of 3)
Technical Requirements			
			Improvement Plan conforms to approved Planning Permit(s)?
			All existing improvements and elevations shown adjacent to proposed project?
			New street grades compatible with future development of undeveloped adjacent property?
			Street cross-section(s) shown with dimensions as shown with Planning Permit(s)?
			All street dimensions shown?
			Cross slope shown for all streets?
			Stationing along street(s) shown?
			Street cross-section shown every 50 feet for streets being widened?
			Base rock and paving sections agree with Materials Lab pavement design?
			All survey monuments shown on plan view? Consistent with Tract or Parcel Map?
			Benchmark shown on coversheet and is based on City standards? (Benchmark can use other jurisdiction Benchmarks but Datum Conversion Note is required to reference the City's existing benchmarks and/or NGVD29 datum. City or other jurisdiction vertical datum benchmark number and description required)
			Plan references listed?
			Slopes adjacent to ROW are maximum of 2:1?
			All conforms to existing improvements shown on improvement plan?
			All transitions not covered by standard details shown?
			Sidewalk width and configuration per approved Planning Permit(s)?
			Contiguous sidewalk and wheelchair ramps at curb returns?

Yes	No	N/A	ITEM OR DESCRIPTION
			Sidewalk and parkway slope shown with 2% cross slope?
			Base rock thickness shown for curb, gutter and sidewalk on Rock Chart?
			All curb, gutter and sidewalk repairs called out to nearest score mark or expansion joint?
			12" AC plug shown along all new curb and gutter?
			Minimum drop around curb return is 0.2 feet?
			Maximum drop around curb return is 2.0 feet? (Can be exceed if curb is built on a vertical curve)
			Minimum longitudinal slope of curb and gutter is 0.4%?
			Existing TC grades shown for all existing conditions adjacent to new construction?
			TC grades shown to nearest 0.01' at all BC's, EC's, grade breaks, high points, low points, BVC's and EVC's?
			TC grades shown for intersection of lot lines with street ROW lines?
			All vertical curves shown on plan and profile sheets, with BVC and EVC identified?
			Street Tree locations / wells shown? (Street tree wells are typically 4' x 5')
			Irrigation sleeves shown crossing street (3 feet below TC)?
			Median island curb locations shown with curb type, station and dimensions?
			Median island treatment and cross section shown?
			All new or reconstructed storm and sanitary mains shown on plan/profile sheets with pipe slopes, inverts and rim elevations at manholes?
			Minimum velocity in storm and sanitary pipes greater than 2 feet per second?
			Maximum distance between manholes less than 450 feet?
			Ductile Iron Pipe (DIP) shown for situations where less than 3 feet of cover?
			Drainage calculations used to size storm sewer facilities are submitted, signed and sealed by Registered Engineer?
			Storm mains meet minimum requirement of 15" RCP?
			All storm water inlets shown in plan view with elevations?

Yes	No	N/A	ITEM OR DESCRIPTION
			All storm water inlets connect to manhole with 12" RCP @ 1% minimum slope?
			All storm laterals shown in plan view with pipe type (RCP or SDR21) and slope with invert at property line and at point of connection to main; inverts shown for upstream and downstream manholes?
			Sanitary mains meet minimum requirement of 6" VCP?
			All sanitary laterals shown in plan view with pipe type (VCP) and slope with invert at property line cleanout and at point of connection to main; inverts shown for upstream and downstream manholes?
			Sanitary laterals meet minimum requirement of 4" VCP @ 2% minimum slope, 6" VCP @ 1% minimum slope or 8" VCP @ 0.35% minimum slope?
			On-site sanitary clean-out shown within 5 feet of property line?
			Irrigation sleeves required for median island and backup landscaping shown on plan?
			Does the improvement plan clearly show all existing street lights along project frontage and 50ft beyond limit of work?
			Are existing and proposed finished surface elevations and bottom of pole elevations shown at all existing and proposed streetlight and traffic signal pole locations?
			Does the improvement plan clearly show other existing surface improvements to remain, such as large trees, hydrants, utility poles, etc.?
			Does the improvement plan clearly show all major new surface improvements, such as alignment changes, driveway cuts or removals?
			Does the improvement plan show traffic signals being impacted by project?
			Does the improvement plan show the location of irrigation controller(s) needed for landscaping in public right-of-way?
			For all publicly maintained stormwater facilities, is the irrigation system completely separate from any private irrigation system, including water service, electrical service points, controllers, etc?
Once Plan is Ready for Approval			
			Title Block – signed & stamped by a Registered Engineer in the engineering firm?