

**City of Rancho Santa Margarita**  
**PLAN SUBMITTAL REQUIREMENTS**

In order to do a thorough review, the following items must be submitted to the Public Works Department for **first plan check**:

**A) Soils reports**

- 1) Soils report- 4 sets (2 for soils plan check consultant, 1 for City, 1 for grading plan check consultant)
- 2) \$750 deposit (per iteration)

**B) Grading Plans \***

- 1) Grading Permit Application
- 2) Grading Plans- 3 sets
- 3) Plan check Deposit of \$400 per sheet
- 4) Conditions of Approval – 2 copies
- 5) Soils Report- 4 sets (See above- Item A, \$750 Deposit)
- 6) Approved Tentative Map or Site Plan
- 7) Water Quality Management Plan- 3 copies
- 8) Erosion Control Plan – 2 sets (if not part of grading plan package)
- 9) Storm Water Pollution Prevention Plan (SWPPP) as Required by the State Water Resources Control Board. – 2 Sets
- 10) One copy of Tract Map (if ready)
- 11) Permission letter(s) for off-site grading (if necessary)
- 12) Cost Estimate – 2 sets
- 13) Drainage report – 2 copies

**C) Street Improvement Plans \***

- 1) Street improvement plans (including sewer, water & storm drain) – 3 sets (1 for City Traffic Engineer to review street light locations, striping and traffic signal - if applicable)
- 2) Plan check Deposit of \$400 per sheet
- 3) Hydrology/hydraulic calculations - 3 copies
- 4) Cost Estimate – 2 sets
- 5) Digital Copy of Plans (AutoCAD 2008 format)
- 6) In addition to the City's review of the sewer and water plans, the applicant is responsible for making separate submittal to Trabuco Canyon or Santa Margarita Water District for review - Please contact SMWD at (949) 459-6420 or TCWD at (949) 858-0277 for further information.

**D) Tract or Parcel Map \***

- 1) Final Map - 3 sets
- 2) Plan check deposit see Fee Schedule
- 3) Condition of Approval – 2 sets
- 4) Approved Tentative Map – 2 sets
- 5) Traverses with closures of 0.17' of all closed figures on the map.
- 6) Title report dated within the last three months.
- 7) Recorded maps verifying easement locations or other data shown inside the distinctive border.

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- 8) Recorded deeds which establish utility easements located within the distinctive border.
- 9) 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 the City Engineer/Surveyors signature.)
- 10) Applicant is responsible for separate submittal to County for review.

**E) Landscape plans\***

- 1) Landscape – 4 Sets
- 2) Plan check deposit of \$400 per sheet
- 3) Specifications – 2 sets
- 4) Irrigation calculations
- 5) Cost Estimate – 2 sets
- 6) Conditions of approval – 2 sets
- 7) Landscape Package Certification (See attached ordinance)

**F) Lot line Adjustment\***

- 1) Application for Lot Line Adjustment with Original notarized signatures.
- 2) Plan check deposit- see Fee Schedule
- 3) Lot Line Adjustment – 3 sets
- 4) Traverse calculations with closures of 0.017' of all closed figures.
- 5) Title report dated within the previous three months.
- 6) Recorded reference maps and deeds for existing lot lines.
- 7) Recorded easement documents listed in title reports.
- 8) Assessor's maps to verify Assessor Parcel Numbers.
- 9) Adjusted Grant Deeds when ready for recordation of Lot Line Adjustment.
- 10) **PLEASE NOTE: The plan check process will begin upon approval of the lot line adjustment by the Planning Commission.**

**\* Please contact the Development Services Department for additional requirements and fees for submittal of Items B-F.**