

**CITY OF AMERICAN CANYON**  
**Community Development Department**  
**4381 Broadway, Ste. 201**  
**American Canyon, CA 94503**

**Engineering Division**  
 Phone: (707) 647-4583

**Planning Division**  
 Phone: (707) 647-4336

**Building Division**  
 Phone: (707) 647-4581  
 Inspections: (707) 551-4619

Facsimile: (707) 643-2355

**Fire District**  
 Phone: (707) 551-0650

## ENGINEERING DIVISION - IMPROVEMENT PLAN CHECKLIST

PLEASE TYPE OR PRINT:

PROJECT ADDRESS	APN(S)			
PROJECT NAME	CITY OF AMERICAN CANYON PROJECT NUMBER			
APPLICANT/AGENT	PHONE	FAX	EMAIL	
MAIL ADDRESS	CITY	STATE	ZIP	
PROPERTY OWNER (IF OTHER THAN APPLICANT)	PHONE	FAX	EMAIL	
MAIL ADDRESS	CITY	STATE	ZIP	
ENGINEER	RCE NUMBER	PHONE	FAX	EMAIL
MAIL ADDRESS		CITY	STATE	ZIP

- FINAL MAP (Associated with these plans)
- PARCEL MAP (Associated with these plans)
- NO MAP (Associated with these plans)

**1. GENERAL**

- 1 Sheet drawing size, 24"x36" (Architectural size is not allowed for engineering drawings)
- 2 Title block:
  - a. Engineering firm name, address, and telephone number
  - b. Title of project
  - c. Engineer's signature block in accordance with PE Act requirements
  - d. Date prepared
  - e. Sheet numbers
- 3 North arrow pointing to the top of the sheet or to the right
- 4 Engineering Scale (All sheets)
  - a. Minimum Horizontal Scale 1"=40'
  - b. Minimum Vertical Scale 1"=4'
- 5 Clear delineation of project boundaries
- 6 Clearly delineate City limit if adjacent to project site
- 7 Type and dimension of existing and proposed easements (PUE for Joint Trench not required)
- 8 Substantial compliance with the approved tentative map and conditions of approval

**2. COVER SHEET REQUIREMENTS**

- 9 Title of project
- 10 Vicinity map (with North arrow)
- 11 Reduced site plan (showing general layout of project with North arrow and scale)

- 12 Sheet index to plans
- 13 Symbols Legend (include all symbols used on plans and reference to standard plan numbers)
- 14 Abbreviation legend (include all abbreviations used on plans)
- 15 Benchmark (use a benchmark listed in the City Monument Book)
- 16 City Engineer/Fire Depart. approval block.

**3. NOTES AND DETAILS**

- 17 General Notes
  - a. Include all City STD notes (as listed in City Standard Specs.)
  - b. Include all Water Division Notes (as per STD detail W-12)
  - c. Project Specification Notes. Keep these under a separate heading.

**4. TYPICAL STREET SECTIONS**

- 18 Typical street sections:
  - a. Provide overall ROW width and curb-to-curb. Also show location of property line, planter, curb, gutter, and sidewalk.
  - b. Crown and centerline location
  - c. Pavement section and including base type and thickness. Include R-value and Traffic Index.
  - d. Street cross slope (maximum 6%)
  - e. Cut and fill slopes.

**5. STREETS**

**Plan View:**

- 19 Centerline and each face of curb curve data. (BC STA, EC STA, Radius, Delta, Arc length)

## 5. STREETS (CONTINUED)

- 20 Street names (new street names require approval by Fire Department and U.S. Post Office.)
- 21 Street widths (including right-of-way widths)
- 22 Property line and lot numbers
- 23 Centerline stationing:
  - a. Conform to existing stationing if previously set by adjacent project
  - b. Station all BCs, ECs, curb returns, grade breaks, driveway centerlines, utilities, etc.
- 24 Gutter slopes including curb returns, knuckles and cul-de-sacs and flow arrows
- 25 Top of curb elevations and stationing at curve points and grade breaks
- 26 Required sidewalk and handicap ramps
- 27 Monument locations at all ECs, BCs, and street intersections
- 28 Length and location of all transitions in curb and gutter
- 29 Redwood headers and barricades
- 30 **Show all existing monuments with reference to protect or replace**  
**Profile View:**
- 31 Existing ground at centerline (100' beyond improvements, 200' for major and collector streets)
- 32 Finished grade profile at centerline:
  - a. Stationing and elevation at all grade breaks
  - b. Vertical curve data (PIV, BC STA, EC STA, Radius, Delta, Length). Minimum Vertical Curve 100'. Also, dependent upon sight distance.
- 33 Street centerline slope
- 34 Station equation at street intersections
- 35 Scale: vertical – minimum of 1"=4', horizontal – minimum 1"=40'

### Cross Sections:

- 36 Cross sections every 50 feet for all half streets
- 37 Stationing
- 38 Existing and proposed grades (centerline TC, EP, grade breaks)
- 39 Existing and proposed cross slopes (maximum 6%)
- 40 Centerline, existing edge of pavement (conform) and top of curb elevations
- 41 Scale: vertical – minimum of 1"=4', horizontal – minimum 1"=40'

## 6. UTILITIES

- 42 Existing utilities, shown dashed or screened (if known). Including but not limited to:
  - a. Joint trench
  - b. Gas mains and valves
  - c. Electric
  - d. Telephone and Cable TV
  - e. Utility poles
  - f. Fiber optic cables and conduit structures
  - g. Water
  - h. Sewer
  - i. Storm drain
- 43 Existing and proposed utilities (sewer, water, etc.)
  - a. Location
  - b. Type, size, length, class, and slope
  - c. Material (can specify in a general note for proposed)
  - d. Clear delineation between public and private utilities
- 44 Potholing
  - a. Joint trench
  - b. Gas mains and valves
  - c. Electric
  - d. Telephone and Cable TV
  - e. Utility poles
  - f. Fiber optic cables and conduit structures
  - g. Water
  - h. Sewer
  - i. Storm drain

## 7. SEWER SYSTEM

- Plan View:
- 45 Manhole/cleanout numbers corresponding to profile view and type and size of manholes
- 46 Stationing and offset of structures
- 47 Direction of flow arrows
- 48 Lateral locations (include invert at upstream end of lateral)
- Profile View:**
- 49 Existing and finished surface grade at the sewer line
- 50 Invert elevations (in and out)
- 51 Check min. 0.10' drop between inverts in and out
- 52 Pipe size, length, and scope
- 53 Manhole/cleanout numbers corresponding to plan view

## 8. WATER SYSTEM

- Plan View:**
- 54 Horizontal alignment and size of both existing and proposed mains
- 55 Size and location of surface laterals
- 56 Valve locations
- 57 Fire hydrants and service lateral
- Profile View:**
- 58 Existing and finished surface grade at the sewer line
- 59 Verify sewer is below water line

## 9. STORM DRAIN SYSTEM

- Plan View:**
- 60 Direction of flow arrows
- 61 Stationing of all drainage structures
- 62 Specified size/type for all drainage structures
- 63 Pipe diameter and length (radius for curved section)
- 64 Pipe material and class; specified in general note or shown on profile)
- Profile View:**
- 65 Invert elevations/flowlines at all drainage structures
- 66 Existing ground surface and finished grade
- 67 Pipe diameter and length
- 68 Pipe slopes
- 69 Utility crossings (possible conflicts)
- 70 Profile and cross-sections of open channels (as necessary)

## 10. GRADING

- 71 Existing and finished contours (and spot elevations at all grade breaks)
- 72 Grades for all improvements (minimum slope is 1% over asphalt and landscape and 0.5% over concrete)
- 73 Existing and proposed structures (i.e. houses, wells, septic systems)
- 74 Flow arrows
- 75 Existing trees noted as to whether to be saved or removed (base elevations for trees to be saved with drip line shown)
- 76 Topographic information will extend a sufficient distance beyond project boundaries to determine existing drainage patterns
- 77 Erosion and sediment control plan
- 78 Creek cross-sections to establish setback per City ordinance
- 79 Provisions for any lot-to-lot drainage
- 80 Provisions for accepting off-site drainage
- 81 Top of curb elevation and stationing at property lines
- 82 Retaining wall details and engineering calculations (two copies)
- 83 Soil Engineer signature block
- 84 Lot drainage with spot elevations
- 85 Pad elevations and finish floor elevations
- 86 Driveway slopes
- 87 Overland drainage release route
- 88 Open channels and swales:
  - a. Flowline elevation at all grade breaks

**10. GRADING (CONTINUED)**

- b. Slope of swale
- c. Typical cross sections
- d. Existing and proposed improvements clearly delineated as such

**11. SIGNING AND STRIPING**

- 89 Compliance with City Standard Specifications and Caltrans Traffic Manual
- 90 Required signing and striping with callouts

**12. STREET LIGHTING**

- 91 Street Lighting:
  - a. Compliance with City Standard Specifications
  - b. Light locations and stationing
  - c. Pull box locations (including conduit and conductor sizes)

DEPARTMENT USE ONLY

DATE CHECKLIST RECEIVED	CHECKLIST RECEIVED BY	ENGINEERING PLAN CHECK FEES:
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I HAVE READ THE FOREGOING AND HAVE SUPPLIED ALL THE INFORMATION REQUESTED (OR HAVE PROVIDED A WRITTEN EXPLANATION THAT ACCOMPANIES THIS CHECKLIST AND EXPLAINS ANY OMISSIONS).	
_____ SIGNATURE OF PROJECT ENGINEER	_____ DATE

## Owner & Applicant Acknowledgements and Notification

I declare under penalty of perjury that I am the owner of said property. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application. I agree to pay all fees and recoverable costs for processing the application.

**Property Owner Signature(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

I declare under penalty of perjury that I have the written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application. I agree to pay all fees and recoverable costs due to the City for processing the application, whether it is approved, denied, or appealed.

**Applicant Signature(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

### Partnerships & Corporations

In the case of a partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified.

Name	Address	Signature
_____	_____	_____

### Additional recipients of project correspondence

If you desire project correspondence and notice of meetings to be sent to parties other than the Applicant and Property Owner, please list their names, address and telephone numbers below.

Name	Address	Telephone number
_____	_____	_____

### Indemnification Agreement by Applicant

The applicant shall defend, indemnify, and hold harmless the City of American Canyon ("City"), its elected officials, officers, employees, attorneys, representatives, boards, commissions, volunteers and agents from and against all claims, actions, including actions to arbitrate or mediate, damages, losses, judgments, liabilities, expenses and other costs, or proceedings against the City, its elected officials, officers, employees, attorneys, representatives, boards, commissions, volunteers, or agents to attack, modify, set aside, void, or annul an approval, conditional approval, permit, entitlement, environmental document, environmental clearance, mitigation plan, or any other document or any of the proceedings, acts, or determinations taken, done, or made prior to granting of such approval, conditional approval, permit, entitlement, environmental clearance, environmental document, mitigation plan, or other document, by the City, including, without limitation, an action against an advisory agency, appeal board, or legislative body within the applicable limitation period.

The obligation to defend, indemnify and hold the City harmless shall include the payment of all legal costs and attorney's fees (including a third party award of attorney's fees), arising out of, resulting from, or in connection with the City's act or acts leading up to and including approval of any environmental document or mitigation plan granting approvals to the applicant, incurred on behalf of, or by, the City, its elected officials, officers, employees, representatives, attorneys, boards, commissions, volunteers and agents in connection with the defense of any claim, action, or proceeding challenging the entire or a portion of an approval, conditional approval, permit, entitlement or any other document of any related claim.

The obligation to defend, indemnify, and hold the City harmless shall include, but not be limited to, the cost of preparation of any administrative record by the City, staff time, copying costs, court costs, or attorney's fees arising out of a suit or challenge contesting the adequacy of a permit, approval, conditional approval, entitlement, environmental document, mitigation plan, environmental clearance, or any other document or approval related to the applicant's project.

The City will promptly notify the applicant of any claim, action, or proceeding and will cooperate fully in the defense. If the City fails to promptly notify the applicant of any claim, action, or proceeding, or the City fails to cooperate fully in the defense, the applicant shall not be responsible to defend, indemnify, or hold harmless the City.

In the event a legal challenge to a City permit, approval, conditional approval, environmental document, environmental clearance, mitigation plan, entitlement or any other document, proceeding, determination, or action related to the applicant's project is successful, and an award of attorneys' fees is granted against the City, the applicant shall be responsible to timely pay the full amount of such an award.

\_\_\_\_\_  
Applicant's printed name

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date



# DEVELOPER DEPOSIT PROJECT SET UP FORM

APPLICANT INFORMATION  
(PLEASE PRINT)

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

**BILLING INFORMATION**  
(PLEASE PRINT)

BILLING PARTY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

**As an authorized representative of the applicant, I hereby consent by my signature below, that I understand the following:**

The service of processing an application for development of property in the City of American Canyon is of primary benefit to the applicant. The cost of processing an application is charged according to the hours spent by staff in reviewing and analyzing the project including checking plans, writing staff reports, preparing environmental analyses, notifying and responding to the public and attending public hearings. The applicant receiving the benefit from the service shall pay the cost of these services. Total cost varies according to the size of the project and the complexity of the issues involved. At the City's sole discretion, a consultant may process the application. Pursuant to City Council Resolution 2008-79 for development applications, the applicant will pay all costs for consultant services inclusive of any applicable "in-house" administrative costs. Project specific expenditures such as City Attorney services, postage for mailing public notices, advertising, etc. have been excluded from the hourly rates. These project specific expenditures will be billed "at cost" on a project by project basis to the applicant.

The deposit creates an open account to which processing time is charged. Processing charges will automatically be drawn against the deposit funds until the minimum balance is remaining. All service charges will be invoiced to the applicant on a monthly basis. Accompanying the invoice will be a statement, which will include a description of services rendered during the billing period. Payment is due within 15 days of the invoice. **If payment is not received within 7 working days after the invoice due date, all development activities will be suspended until payment is received.**

At the conclusion of the discretionary process, after full payment of all invoices is received, any remaining deposit amounts will be refunded to the applicant.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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**COMMUNITY DEVELOPMENT USE ONLY**

(CHECK)

NEW PROJECT DEPOSIT \$ \_\_\_\_\_

MINIMUM INITIAL DEPOSIT MET? (CHECK) \_\_\_\_ YES  
\_\_\_\_ NO

MINIMUM DEPOSIT AMOUNT \$ \_\_\_\_\_

DEPOSIT WAIVED – EXPLAIN:  
\_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL DEPOSIT (EXISTING PROJECT)

CASH BOND \$ \_\_\_\_\_

REOPEN OLD PROJECT

CITY STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT # \_\_\_\_\_

RECEIPT # \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

RELATED PROJECTS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_