



ENGINEERING SERVICES
Improvement Plan
Initial Submittal Checklist

Project Name: _____ Date: _____

APN: _____

Address: _____

All items on this checklist and all drawings required for the project must be included in the initial submittal. Incomplete submittals will be rejected by our screen check process and returned for additional information and missing items. If the applicant deems an item to be not applicable to the proposed project, it shall be marked as “Not Applicable” with an explanation. **All submittals must be completed online.** First, create an application at <https://cwols.escondido.org/Portal/> , then upload documents to our ProjectDox software which you will be prompted to create an account through email. Please contact Engineering Services if you have any questions at (760) 839-4651 or at engineeringservices@escondido.gov.

				Official Use Only
Not Applicable	Included	Item Description	Explanation	
		Items to be submitted through the Portal (https://cwols.escondido.org/Portal/) for Screen Check review		
		Plat & Legal, along with the traverse calculations, for any easements or dedications		
		Engineering Conditions of Approval together with the Planning approved Plot Plan or the Certified Tentative Map stamped by Planning as an approved copy. (If applicable)		
		Utilities Coordination Letter for all dry utilities		
		Drainage Report, signed and sealed by the Engineer (If not already submitted with Grading Plan)		

		Soils Report (if <1000 CYD of earthwork is anticipated), signed and sealed by the Geotechnical Engineer (If not already submitted with Grading Plan)		
		Engineer's Cost Estimate. Must use City's spreadsheet which can be found at https://escondido.gov/315/Land-Development		
		Storm Water Quality Management Plan (SWQMP) for all priority projects, signed and sealed by the Engineer or Surveyor (if required or requested) For priority Storm Water Project: <ol style="list-style-type: none"> 1. Storm Water Priority Development Project (PDP) Submittal – Form I-1a 2. Completed priority Storm Water Quality Management Plan (SWQMP) For Standard Storm Water Submittal Projects: <ol style="list-style-type: none"> 1. Standard Project Submittal Checklist For Minor Storm Water Projects <ol style="list-style-type: none"> 1. Review Minor Storm Water Information sheet and confirm project type. 		
		FEES		
		Initial Fees as determined through the Screen Check Process. (Note: Applicant can pay by check or credit card at our Engineering front counter or through the portal (https://cwols.escondido.org/Portal/) by credit card. APPLICATIONS WILL NOT BE REVIEWED UNTIL THE INITIAL PLAN CHECK FEES HAVE BEEN PAID.		

*See Engineering's Fee Schedule: <https://www.escondido.gov/DocumentCenter/View/8696>