



ENGINEERING - SUBDIVISIONS

Tips for Moving Plans through Plan Check Faster

I. Final Maps

1. Final Map must be submitted at the time of or prior to submittal of Grading and Improvement Plans.
2. Provide current Subdivisions Report for Final Map plan check.
3. Off-site Dedications and Easements exhibit required with Final Map submittal.
4. Comply with all Conditions of Approval
5. Don't just ignore comments, provide response(s).
6. Submit correct number of copies and all items as required on the Final Map Submittal Requirements checklist (DPW0021).
7. Apply for Water Will Serve Letter ASAP to avoid delays.
8. Obtain Fire Department comments for *Final Map* – maps will not be approved by Engineering with out Fire Department Comments.

II. Grading & Improvement Plans

1. Initial plan check fees must be included with all 1st submittal packages.
2. A “complete” package includes all applicable items on the Engineering Plan Submittal Requirements checklist (DPW0070) – available on the City Website.
3. Off-Site Street and Street Lighting plans will be accepted ahead of “complete” package.
4. Each plan check submittal, subsequent to 1st check, must include previous plan check comments and may not be submitted piece meal. Each submittal must be “complete.”
5. Verify that plans submitted are closer to 90% complete rather than 30% complete.
6. Comply with all Conditions of Approval.
7. Comply with and address all Fire Department Comments.
8. Ensure that a licensed Engineer is reviewing plans prior to resubmittal.
9. All sewer plans must be reviewed and signed by Consolidated Sewer Maintenance and Sanitation District No. 14. Be sure to submit plans to these agencies concurrently to avoid delays in plan check and approval.

10. A letter itemizing Consolidated Sewer Maintenance District comments is required prior to approval of the sewer plans by Engineering.
11. All residential Grading plans must be approved by the Planning Department prior to approval by Engineering.
12. All LMD plans must be approved by the Public Works Maintenance Division prior to approval by Engineering.
13. A Street Tree *Plan* is not required – we only require a Street Tree *List*.
14. Requests for use of plant material **not** listed in Landscape Specification Ordinance No. 629, must be approved in writing by the Public Works Maintenance Division prior to approval by Engineering.
15. Commercial/Industrial projects should refer to their Conditions of Approval issued by the Planning Department for required improvements within the City ROW. Most improvements will require plans prepared by a licensed Civil Engineer. These plans must complete plan check prior to approval and issuing of permits. Submit these plans ASAP in order to avoid delays in Occupancy.
16. Be sure that your Engineer has a copy of the City of Lancaster Engineering Design Guidelines Policies and Procedures publication – available for purchase from the Engineering Division (661) 723-6049. Cost is \$30.75 over the counter or if a FedEx number is provided; \$38.10 if to be mailed to recipient.
17. Check Subdivisions Page often for important announcements:
<http://www.cityoflancasterca.org/Index.aspx?page=406#a6>
18. City Website: <http://www.cityoflancasterca.org>
19. Subdivisions Page: <http://www.cityoflancasterca.org/Index.aspx?page=406>
20. DPW Forms Page: <http://www.cityoflancasterca.org/Index.aspx?page=470>

III. Traffic Plans

1. Comply with CA MUTCD
2. Provide all necessary transitions per the Engineering Design Guidelines.
3. Ensure that a licensed Engineer is reviewing plans prior to resubmittal.
4. Talk to a Contractor before Traffic Control plans are prepared to ensure that work can be done within area provided to reduce number of revisions during construction.
5. Comply with all Conditions of Approval.

Tips for Pulling Grading Permits for Residential Subdivisions and Tips for Pulling Encroachment Permits

1. 100% of off-site improvements must be completed prior to Occupancy. Be sure to submit Improvement plans ASAP in order to avoid delays.
2. All off-site dedications and easements must be obtained prior to permit issuance. Be sure to start the process early to avoid delays in construction.
3. All mitigation measures listed in the Conditions of Approval must be addressed prior to permit issuance.
4. Street Light, Traffic Control, Signing & Striping, Signing, and Traffic Signal Plans must be approved prior to Street Permit issuance.
5. Unless a Grading Permit has been issued, Hauling and Stockpile permits are required as noted in the Hauling & Stockpile Permit Application (DPW000H) – available on the City Website.
6. Prior to sending the Contractor in to pull permits, the Developer should make an appointment with an Assistant Engineer to go over what items are outstanding and need to be submitted.
7. Prior to pulling permits, verify Contractor has Business License and appropriate Contractor's License.
8. Have Contractor bring a copy of Business License when pulling permits.
9. Schedule a Pre-Occupancy Meeting with the Development Liaison early in the process to avoid delays in Occupancy.
10. There are two inspectors for every project; there is a Building & Safety Inspector for on-site work and an Engineering Inspector for off-site work within the City ROW. Schedule preconstruction meetings prior to start of work and stay in touch through out construction to get punch list items corrected and avoid delays.

Engineering Inspection Hotline (661) 723-6157

Building & Safety Inspection Hotline (661) 723-5930