

**CITY OF SANTEE  
DEPARTMENT OF DEVELOPMENT SERVICES  
ENGINEERING DIVISION  
PLAN SUBMITTAL REQUIREMENTS**

I. PRINT AND MYLAR SUBMITTALS:

A. **Parcel Map or Final Map**

1. First map check 2 sets of prints, plus 2 copies each of preliminary title reports, easement documents listed in title report, reference maps, closure calcs., and all other supporting documents. (See notes II. A,D,E and J).
2. Subsequent map check 2 sets of prints, Plus previous submittal check prints. (See notes II. A and J).
3. Signature submittal 2 sets of prints, Plus previous submittal check prints, Plus full size mylars. (See notes II. A, B,C,D,and J).
4. After map records 2 sets of prints, Plus full size photo mylars. Plus digital format of files (PDF). (See notes II. A,D,E,J and L).

B. **Improvement or Grading or Landscape and Irrigation or Plot Plans**

1. First Plan Check 6 sets of prints (See notes II. A and J) and 2 copies of Technical Reports (Unless specified otherwise).
2. Subsequent plan check 6 sets of prints (See notes II. A and J) and 2 copies of Technical Reports (Unless specified otherwise). Plus previous check prints.
3. Signature submittal 2 sets of prints, Plus previous submittal check prints, Plus full size original or photo mylars. (See notes II. A,B,C,D,E and J).
4. After approval 6 sets of full size prints, Plus digital format of files (PDF) (See notes II. A,J and L).
5. Construction change plan check 3 sets of red lined prints.
6. Subsequent construction plan check 3 sets of red lined prints, Plus previous submittal check prints.
7. After construction 6 sets of prints. Plus digital format of files (PDF). (See notes II. A,J and L).
8. As-Builts plan check 2 sets of red lined prints.
9. Subsequent as-built plan checks 2 sets of red lined prints, Plus previous submittal check prints. (See notes II. A and J).
10. After as-built approval 2 set of full size prints and 1 sets of 11" x 17" prints. Plus digital format of files (PDF). (See notes II. A,D,E,J and L).

C. **Boundary Adjustment Plat or Certificate of Compliance Plat**

- |    |                        |  |
|----|------------------------|--|
| 1. | First plat check       | Submit 5 copies of the plat and legal descriptions, plus 2 copies each of the preliminary title report, easement documents listed in title report, reference maps, closure calcs., and all other supporting documents. |
| 2. | Subsequent plat checks | 3 sets of prints Plus previous submittal checkprints.  |
| 3. | Signature submittal    | 2 sets of prints, Plus previous submittal checkprints, plus 8.5" x 11" bond paper of plats and legal descriptions. NO MYLARS OR PLASTIC FILM.  |
| 4. | After plat records     | Provide copies of Recorded Transfer Deeds.   |

II. OTHER SUBMITTAL REQUIREMENTS:

- A. All documents, reports, plans, maps, etc. shall have original wet signatures and sealed by the design professional. Submittal must include a transmittal indicating the quantity and description of the contents. All prints and mylar submittals shall be full size plan submittals.
- B. All plans shall be prepared using ink on mylar. Plans shall be 1st generation drawings, clear and legible. Refer to Public Works Standards for additional drafting and plan preparation requirements.
- C. Only original mylar drawings or photo mylars shall be submitted for signature approval. Stick-ons will not be accepted. Where stick-ons have been used, the photo mylars shall be developed with the emulsions on the front. **ALL SIGNATURES ON FINAL PLANS, MAPS AND PLATS SHALL BE WET SIGNED. PHOTO COPIES OF SIGNATURES WILL NOT BE ACCEPTED. IF A PROFESSIONAL SEAL IS PHOTOCOPIED OR AUTOCAD PRODUCED THEN A WET SIGNATURE MUST BE PLACED OVER THE SEAL.**
- D. Xerox mylars, photo slicks or diazo mylars will not be accepted.
- E. All mylars shall have a minimum thickness of 3 mils and be double matte.
- F. Approved mylars shall only be signed out to a bonded reprographics company, except for preparation of as-builts, where they may be released directly to the engineer.
- G. Prior to sign out of the approved mylars to the engineer for as-built revisions, the engineer shall arrange for a bonded reprographics company to provide the City with reproducible copies of the current plans.
- H. Plan check fees shall be submitted with the plan check in accordance with the rates established in the City's Consolidated Fee Schedule.
- I. For additional submittal requirements regarding drainage studies, soils reports, design calculations, cost estimates, etc., contact the City's project engineer responsible for the design review.
- J. All prints shall be bound and stapled.
- K. For further clarification call the Engineering Division at 258-4100 ext. 152.
- L. Submit Digital copies of approved plans scanned in original size/scale and formatted in PDF form on provided CD.