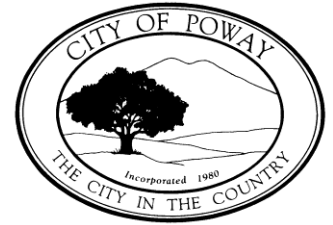


**CITY OF POWAY**  
**DEPARTMENT OF DEVELOPMENT SERVICES**  
**IMPROVEMENT PLANS SUBMITTAL CHECKLIST**



**Prior to submitting hard copies:**

Email a copy of the completed application, cost estimate and a PDF of the plans to [apalacios@poway.org](mailto:apalacios@poway.org)

**Initial submittal**

- A. Transmittal letter
- B. Fees:
  - See latest City of Poway Master Fee Schedule for applicable plan check fees/deposits
  - Preliminary Soils Report and Compaction Report review fees
- C. 5 copies of improvement Plans – signed and stamped
- D. 2 copies of Soils Report – signed and stamped
- E. 2 copies of Cost Estimate – signed and stamped
- F. 1 copy of Hydrology and Hydraulic Report – signed and stamped
- G. 1 copy of Stormwater Intake Form and 1 copy of Storm Water Quality Management Plan (if applicable) – signed and stamped
- H. 1 copy of City Conditions of Approval - Letter from Planning (if applicable)
- I. Reference maps or plans as referred to on the plans
- J. 1 copy of Preliminary Title Report

**Submittals thereafter**

- A. Transmittal letter
- B. City's previous transmittal letters
- C. Previous check prints
- D. Revised improvement plans (number of copies to be determined by plan checker)
- E. 100% plan check fee based on revised cost estimate
- F. Additional information required by plan checker (i.e. Grant of Easement and Right-of-Way documents with fees)

**Before City Engineer's Approval**

- A. Transmittal letter
- B. City's previous transmittal letter
- C. Previous check prints
- D. Mylars of improvement plans
- E. Standard Agreement for Construction of Public Improvements with Performance and Payment securities, and Liability and Workman's Compensation Insurance
- F. Payment of all plan check and inspection fees
- G. Completed Pre-Construction Meeting Request form

**After City Engineer's approval and prior to scheduling Pre-Construction Meeting**

- A. Transmittal letter
- B. 4 copies of signed Improvement Plans
- C. 1 electronic copy of the signed Improvement Plan mylars
- D. 1 electronic copy of the signed Hydrology & Hydraulic Report
- E. 1 electronic copy of the signed Storm Water Quality Management Plan (if applicable)