



**CITY OF ENCINITAS- DEPARTMENT OF ENGINEERING
BUILDING SITE PLAN CHECKLIST**

Owner's Name: _____ **Permit #:** _____

Site Address: _____ **Set#:** _____

Project Description: _____ **APN:** _____

Contact Person: _____ **Phone:** _____

Planning Case: _____ **Date:** _____

Plan Checker: _____

P C Phone: _____

Satisfactory?

1. Detailed vicinity map.

2. North arrow.

3. Scale of drawing

4. Dimensions and bearings of property lines.

5. Assessor's parcel number and legal description.

6. Locations, names, and widths of existing/proposed border streets, right-of-way, road easements, and alleys.

7. Location of easements and floodplain.

8. Dedication of Right-of-Way required. Show ultimate Right-of-Way.

9. Existing and proposed improvements within Right-of-Way. Work in R-O-W requires separate Eng. permit(s).

10. Location and dimensions of existing/ proposed buildings, structures, utilities, parking, and landscape areas.

11. Location, width, surfacing, and maximum slope of existing/proposed driveway.

12. Existing/proposed drainage facilities (pipes, inlets/outlets, swales, etc.) No increase in cross lot drainage allowed.

13. Direction of water flow onto and off the property, with flow line elevations.

14. Contour lines of existing/proposed topography to continue at least 15 feet beyond property lines.

15. Finished grades; contours and/or spot elevations including finished pad elevation.

16. Quantities of grading including cut, fill, import/export, and over-excavation & re-compaction.

17. Grading and/or improvement plan required.

18. Total area of new impervious surface note w/ quantity filled in.

- 19. Label all objects on plan as either existing or proposed.
- 20. Reference other plans that are a part of this project (Planning Case and/or Grading/Improvement Plan).
- 21. Place both pages of standard Engineering and Storm Water notes on plan.
- 22. Slip sheet APPROVED Grading/Improvement plan # _____
- 23. Rough Grade Approval required prior to building plan approval.
- 24. Undergrounding of overhead utilities/ public improvements required.
- 25. Undergrounding of overhead utility SERVICE required. Provide a copy of SDG&E workorder showing that all overhead utility service lines are to be undergrounded. Overhead service must be undergrounded prior to final inspection.
- 26. Provide some form of biofiltration BMP to treat the increased runoff from new impervious surfaces and label all Best Management Practices as "BMP: Not to be paved or altered without a City permit".

Storm Water Best Management Practices (B.M.P.'s)

Priority Project?

Maintenance Agreement Required?

Flow Based (Landscaped Area BMP, Grass Lined Swale, Gravel Lined Swale)

Volume Based (Detention Basin, Retention Basin, Infiltration Basin, Underground Storage)

Other (Describe):

Additional Comments:

AP / PAP / COR / REJ

Applicant Notified:

Sewer Fees Due: CSD / ESD

Traffic Mitigation Fees Due:

Flood Control Fees Due: