

# 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:** \_\_\_\_\_

1. Detailed vicinity map. **Plan Checker:** \_\_\_\_\_

2. North arrow.

3. Scale of drawing

**P C Phone:** \_\_\_\_\_

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 all existing and 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. Approved grading and/or improvement plan/permit 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.

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25. Undergrounding of overhead utility SERVICE required. Provide copy of SDG&E work order showing that all overhead utility service lines are to be undergrounded. Overhead service must be undergrounded prior to final inspection.

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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".

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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: \_\_\_\_\_