

City of Thousand Oaks PUBLIC WORKS DEPARTMENT



First Plan Check Submittal Requirements

NOTE: One copy required unless more are indicated
All plans (except Tentative and Final Maps) must be on 24" x 36" sheets
Check all that apply, or NA if not applicable
Submittals without all required items will be returned as incomplete.
Contact the Public Works Dept. if you have any questions @ 805-449-2400

Entitlement No. _____

Date: _____

Owner/Developer _____

Project Address/Location _____

- _____ Entitlement conditions & exhibits (PC/CC Resolutions)
- _____ Completed and signed permit application forms (grading, onsite improvement, encroachment, as applicable)
- _____ Title Report and Easement documents (if applicable)
- _____ Plan check fees (per Cost Estimate/Fee Calculation Worksheets)
- _____ Soils, geotechnical report, dated within one year (2 copies)
- _____ Hydrology, hydraulic calculations/report, dated within one year (2 copies)
- _____ Private and/or Public Cost Estimate/Fee Calculation Worksheets (2 copies)
- _____ Signed Consultant Acknowledgement
- _____ Signed Acknowledgement of Risk Form (if applicable)
- _____ Erosion Control Plan, SWPCP, SWPPP, NOI / WDID, Fee (as applicable)
- _____ Haul Route (if applicable)
- _____ Fire Dept Form 126, fire hydrant location approval (if applicable)
- _____ Improvement Plans (2 sets each)
 - _____ Grading (including cut, fill, R&R, import, export estimates)
 - _____ Street improvements
 - _____ Storm drain system
 - _____ Wastewater system
 - _____ Water system
 - _____ City conduit system
 - _____ Traffic Signals
 - _____ Signing and Striping