



E-SUBMITTAL CHECKLIST AND QUESTIONNAIRE

Please save and upload **PDFs** of all required DOCUMENTS and PLANS from the checklist below. All pre-application attachments uploaded to the Online Plan Submission Portal must comply with the E-Plan Submittal Requirements.

- STEP 1:** Select project group: **PUBLIC WORKS ENGINEERING**
- STEP 2:** Select project type: **FINAL MAP**
- STEP 3:** Complete the required documents and questionnaire (if applicable) below.
- STEP 4:** Log in to the [Online Plan Submission Portal](#) and enter your project information to begin the pre-application process.
- STEP 5:** Upload your completed PDF documents.

ADDITIONAL INFORMATION

1. All submissions must comply with the City of Irvine [E-Plan Submittal Requirements](#).
2. All submitted plans must have an Assessor's parcel number.
3. Once your pre-application has been processed, you will receive a request for payment of your plan review fees. Please note, your submittal will not be distributed to applicable City departments, nor will your plan review period begin, until full payment has been received (see [Fee Schedule](#)).
4. If you are only looking to receive Advanced Plan Check Fees and do not have plan sheets to upload for review yet, upload this completed E-Submittal Checklist and Questionnaire in PDF as a plan document to the Online Plan Submission Portal. Staff will send you the plan check fees, assuming the plans will be submitted at a later date.
5. All submitted documents must be in a complete and final form. No partial or incomplete submittals will be accepted without prior approval by the City Engineer.

DOCUMENTS

- [Electronic/Digital Signature Disclosure](#)
- [Engineering Permit Application](#)
- [Waiver Letter for Concurrent Processing](#) (If applicable)
- Copy of Approved Tentative/Parcel Map (If applicable)
- Copy of signed Resolution of Approval with Conditions of Approval (If applicable)
- [Engineering Cost Estimate](#)
- Final Map
- Copy of Title Report and Back-up Documents
- [Developer Deposit Case Set Up](#) (with \$500 deposit for Final Map review by Community Development)
- OCFA Service Request Form (with \$268.40 fee for OCFA review)
- Traverse Calculations



PUBLIC WORKS
Development Engineering

ENGINEERING PERMIT APPLICATION

FOR OFFICE USE ONLY	
PLAN CHECK #:	_____
SUBMITTAL DATE:	_____
TARGET DATE:	_____

PROJECT ADDRESS OR CROSS STREETS		GRID NUMBER
LEGAL DESCRIPTION	TRACT/PARCEL	LOT
ASSESSOR'S PARCEL NUMBER	BOOK	PAGE
PERMIT TYPES APPLIED FOR		
<input type="checkbox"/> STREET IMPROVEMENT	<input type="checkbox"/> NEW TRAFFIC SIGNAL	<input type="checkbox"/> LANDSCAPE
<input type="checkbox"/> TRACT IMPROVEMENT	<input type="checkbox"/> TRAFFIC SIGNAL	<input type="checkbox"/> ABANDONMENT
<input type="checkbox"/> PARCEL IMPROVEMENT	<input type="checkbox"/> TRAFFIC SIGNAL MOD	<input type="checkbox"/> EASEMENT DEED
<input type="checkbox"/> MISC. IMPROVEMENT	<input type="checkbox"/> UTILITIES	<input type="checkbox"/> STORM DRAIN
<input type="checkbox"/> BRIDGE < 3000 SF	<input type="checkbox"/> BRIDGE > 3000 SF	<input type="checkbox"/> PARCEL MAP
<input type="checkbox"/> LOT LINE ADJUSTMENT	<input type="checkbox"/> LOT MERGER	<input type="checkbox"/> TRACT MAP
<input type="checkbox"/> WQMP > 5,000 SF		<input type="checkbox"/> RIGHT-OF-WAY
A COPY OF THE RESOLUTION AND APPROVED TENTATIVE MAP OR LETTER APPROVING THE CASE MUST ACCOMPANY YOUR SUBMITTAL, WHEN APPLICABLE.		

APPLICANT INFORMATION			PROJECT INFORMATION	
APPLICANT/COMPANY NAME			DESCRIPTION OF WORK	
ADDRESS	CITY	ZIP		
CONTACT	PHONE			
E-MAIL				
PROPERTY OWNER				
ADDRESS	CITY	ZIP		
CONTACT	PHONE			
SOILS ENGINEER				
ADDRESS	CITY	ZIP	ACREAGE	LINEAR FEET
CONTACT	PHONE		NUMBER OF TRAFFIC SIGNALS	
LICENSE NUMBER			NUMBER OF PLAN PAGES	
ENGINEERING GEOLOGIST			NUMBER OF PARCELS	
ADDRESS	CITY	ZIP	BY SIGNING BELOW, I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT.	
CONTACT	PHONE		APPLICANT SIGNATURE _____	
LICENSE NUMBER			PRINT APPLICANT NAME _____	
			DATE _____	

FOR OFFICE USE ONLY		
ENGINEERING PLAN CHECK FEES: \$ _____	TEMPLATE #: _____	RECEIPT #: _____



DEVELOPER DEPOSIT CASE SET UP

APPLICANT INFORMATION			BILLING INFORMATION			DEPOSIT REFUND INFORMATION		
			<input type="checkbox"/> SAME AS APPLICANT?			<input type="checkbox"/> SAME AS APPLICANT? <input type="checkbox"/> SAME AS BILLING?		
COMPANY NAME			COMPANY NAME			COMPANY NAME		
ADDRESS			ADDRESS			ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP	CITY	STATE	ZIP
COMPANY PHONE			COMPANY PHONE			COMPANY PHONE		
CONTACT PERSON			CONTACT PERSON			CONTACT PERSON		
CONTACT PHONE			CONTACT PHONE			CONTACT PHONE		
EMAIL			EMAIL			EMAIL		

As an authorized representative of the applicant, I hereby consent, by my signature below, that I understand the following:

The service of processing an application for development of property in the City of Irvine is of primary benefit to the applicant. The cost of processing an application is charged according to the hours spent by staff in reviewing and analyzing the project, including checking plans, writing staff reports, preparing environmental analyses, notifying and responding to the public and attending public hearings. The applicant receiving benefit from the service shall pay the cost of these services. Total cost varies according to the size of the project and the complexity of the issues involved. At the City's sole discretion, a consultant may process the application. Pursuant to City Council Resolution 13-50, for development applications, the applicant will pay all costs for consultant services inclusive of any applicable "in-house" administrative costs. In no instance will the administrative fee plus the consultant contract rates exceed the hourly rates charged by City staff. Project specific expenditures such as City Attorney services, postage for mailing public notices, advertising, etc., have been excluded from the hourly rates. These project specific expenditures will be billed "at cost" on a project by project basis to the applicant.

The deposit creates an account to which processing time is charged. Case processing charges will automatically be drawn against the deposit funds until the minimum balance is remaining. All charges for services beyond the maximum balance requirement will be invoiced to the applicant on a monthly basis. Accompanying the invoice will be a statement, which will include a description of services rendered during the billing period. **If payment is not received within seven (7) working days after the invoice due date, all development activities will be suspended until payment is received. Applicant understands and agrees that City's invoices are due and payable within 30 days of invoice date. If full payment is not received within 60 days from the invoice date, a 10 % late charge will be imposed and an additional penalty of 0.8% per month on the unpaid principal balance will be imposed beginning 90 days after the invoice date.**

Sixty (60) days after the conclusion of the discretionary case process, and after full payment of all invoices is received, any remaining deposit amounts will be refunded to the applicant.

SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY

<input type="checkbox"/> NEW CASE DEPOSIT \$ _____	RECEIPT # _____
MINIMUM DEPOSIT REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	INFORUM GOLD # _____ CASE TYPE _____
DEPOSIT WAIVED/REDUCED - EXPLAIN _____	DD TRANSLATION # _____
<input type="checkbox"/> ADDITIONAL DEPOSIT (Existing case)	RELATED CASES _____
<input type="checkbox"/> CASH BOND \$ _____	PROJECT NAME AND LOCATION _____
<input type="checkbox"/> REOPEN OLD CASE	_____
STAFF CONTACT _____	DATE _____



COMMUNITY DEVELOPMENT / PUBLIC WORKS

ELECTRONIC/DIGITAL SIGNATURE DISCLOSURE

I understand and agree that (i) electronically signing and submitting any document(s) to the City of Irvine legally binds me in the same manner as if I had signed in a non-electronic or non-digital form, and (ii) the electronically stored copy of my signature, any written instruction or authorization and any other document provided to me by the City of Irvine, is considered to be the true, accurate, and legally enforceable record in any proceeding to the same extent as if such documents were originally generated and maintained in printed form. I agree not to contest the admissibility or enforceability of the City of Irvine's electronically stored copy of any other documents.

By using the system to electronically sign and submit any document, I agree to the terms and conditions of this Electronic/ Digital Signature Disclosure.

SIGNATURE

DATE