

COMMUNITY DEVELOPMENT

PUBLIC WORKS

E-SUBMITTAL CHECKLIST AND QUESTIONNAIRE

Please save and upload **PDF**s 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: LANDSCAPE/IRRIGATION IMPROVEMENT PLANS					
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. 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 <u>Fee Schedule</u>).
- 3. 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.
- 4. 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 Irrigation System Pressure Loss Calculations
- Copy of Approved Tentative/Parcel Map (If applicable)
- Copy of Approved Development Case Plans and signed Resolution with Conditions of Approval (If applicable)
- Copy of Agronomic Soils Report (If applicable)



PUBLIC WORKS & TRANSPORTATION

Development Engineering

ENGINEERING PERMIT APPLICATION

FOR OFFICE USE ONLY

PLAN CHECK#:

PERMIT#:

PROJECT ADDRESS OR CROSS S	GRID NUMBER							
LEGAL DESCRIPTION			TRACT/PARCEL		LOT			
ASSESSOR'S PARCEL NO.			BOOK		PAGE			
PERMIT TYPES								
STREET IMPROVEMENT	TRAFFIC CONTROL	BRIDGE <	3,000 SF	PARCEL MAP	EASEMENT DEED			
STORM DRAIN	NEW TRAFFIC SIGNAL	BRIDGE >	3,000 SF	TRACT MAP	MAINTENANCE AGREEMENT			
	TRAFFIC SIGNAL MOD		APE .	LOT LINE ADJUSTMEN	NT ABANDONMENT			
		AP OR LETTER AP	-		Y YOUR SUBMITTAL, WHEN APPLICABLE			
				PROJECT INFORMATION DESCRIPTION OF WORK				
APPLICANT/COMPANY NAME			DESCRIPTI					
ADDRESS	CITY	ZIP						
10011200		2.0						
CONTACT	PHONE							
EMAIL								
PROPERTY OWNER								
ADDRESS	CITY	ZIP						
CONTACT	PHONE							
SOILS ENGINEER	LICENSE#							
COMPANY NAME			ACREAGE		LINEAR FEET OF TRENCH			
		710						
ADDRESS	CITY	ZIP	NUMBER C	OF TRAFFIC SIGNALS				
PHONE				OF PARCELS				
FHONE			NUNDER	JF FARCELS				
ENGINEERING GEOLOGIST LICENSE#			NUMBER C	OF PLAN PAGES				
GEOTECHNICAL FIRM				ICE USE ONLY				
ADDRESS	CITY	ZIP		TOTAL ENGINEERING PL	AN CHECK FEES:			
NODILESS	CIT	2.11						
PHONE			RECE		CUSTOMER #:			
				ЛРО#:	-			
BY SIGNING BELOW, I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT.								
APPLICANT SIGNATURE	<u>A</u>	PPLICANT NAM	E					
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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 we re 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