



# Improvement Plans APPLICATION

6360 Fountain Square Drive, Citrus Heights, CA 95621  
(916) 727-4770 TDD 7-1-1 www.citrusheights.net

<i>this box for city use only</i>	
DEVELOPMENT PROJECT #:	_____
FIN CODE: 100-21210	CASHIER CODE: PCPER
DRAW DOWN DEPOSIT: \$	_____

### TO BE COMPLETED BY APPLICANT:

*Applicant agrees to pay plan check and inspection fees, and to allow the city engineer to access the project site*

DATE: \_\_\_\_\_ ENGINEERS ESTIMATE: \$ \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PROJECT ASSESSOR NUMBER (APN): \_\_\_\_\_

\_\_\_\_\_ (*applicant*) agrees to pay all personnel, consultant and related direct and indirect costs (*including 100% of direct personnel costs for employee benefits and overhead*) for review and processing necessary for the subject property, in an amount and at such time as requested by the General Services Department.

Payments are due and payable within thirty (30) days. Interest will accrue on all costs unpaid thirty (30) days after billing at the maximum legal rate and the City is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts.

If the City is unable to collect all costs from the applicant or authorized agent, the property owner will be responsible for the amount due. Delinquent accounts may result in a lien being placed on the property and applicant consents to the filing of a lien in that situation.

Applicant agrees to hold City harmless from all costs and expenses, including attorney's fees, incurred by City or held to be the liability of the City in connection with City's defense of its actions in any proceeding brought in any State or Federal court challenging the City's actions with respect to the applicant's project, except as caused by City's sole or gross negligence.

\_\_\_\_\_  
*Applicant or authorized agent's name*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Business Address*

\_\_\_\_\_  
*city and state*                      *zip*

\_\_\_\_\_  
*Signature of Applicant or Authorized Agent*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Property Owner's name*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Property Address*

\_\_\_\_\_  
*city and state*                      *zip*

\_\_\_\_\_  
*Signature of Property Owner*

\_\_\_\_\_  
*Print Name*



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Project # \_\_\_\_\_

Project Name: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PROJECT APN \_\_\_\_\_

### Contact Information:

#### APPLICANT/AGENT

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

#### OWNER *(if different from applicant)*

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

#### ENGINEER

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

#### ARCHITECT *(Commercial Project)*

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### INVOICING INFORMATION:

*(Circle one)*

**APPLICANT**

**OWNER**

Name \_\_\_\_\_

Attention \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**NOTE:** *You must complete the contact information and provide an initial deposit for plan check.*

#### Return completed package to:

Citrus Heights General Services Department  
Development Division  
Attention: Ardelyn Flores, P.E.,  
6360 Fountain Square Drive  
Citrus Heights CA 95621



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# Improvement Plans Submittal Checklist

Instructions to Applicant/Agent/Owner

## **Engineering Plan Review & Permitting**

All Plan Review Submittals shall include a complete application form and the initial plan Review deposit along with the items described below.

### **Plan Review Fees:**

(Initial Deposit is the greater amount of either 4% of the engineer's cost estimate of all work within the public Right-of-Way (ROW), on-site grading, and on-site storm drain system OR \$2,500). Fee total is based on actual time and materials used. An initial deposit is required to open the draw-down account.

NOTE: All structural work such as retaining walls & sound walls are to be submitted to Building Division for structural review. Phone (916) 727-4760 for building fees and requirements

### **MINIMUM SUBMITTAL PACKAGES:**

	<b>1. Residential Subdivision Projects</b>
	A. Improvement Plans with Supporting Calculations <ul style="list-style-type: none"> <li>a. 2 sets – hardcopy (sheet size: 36"x24")</li> <li>b. 1 PDF formatted copy of improvement plans</li> </ul>
	<b><i>The following items shall be submitted in PDF format:</i></b>
	B. Storm Drain Package C. Engineers Estimate (civil work for the following: grading, storm-water, all work located within the City's ROW and/or PUEs). D. Final Map Package (see final map requirement) E. Approved Tentative Map F. Final Conditions of Approval G. Soils Report - 2 sets (if available - minimum requirement of R-value testing and pavement design recommendation with testing locations.) H. Public Landscaping Plans (if applicable) I. Draft copy of SWPPP & Copy of Notice of Intention (part of NPDES permitting process) for 1 acre sites or greater
	<b>2. Commercial Projects</b>
	A. Improvement Plans with Supporting Calculations <ul style="list-style-type: none"> <li>a. 2 sets – hardcopy (sheet size: 36"x24")</li> <li>b. 1 PDF formatted copy of improvement plans</li> </ul>
	<b><i>The following items shall be submitted in PDF format:</i></b>
	B. Storm Drain Package C. Engineers Estimate (civil work for the following: grading, storm-water, all work located within the City's ROW and/or PUEs). D. Dedications of PE, PUE and/or ROW (if applicable) E. Approved Parcel Map (if applicable) F. Final Conditions of Approval G. Soils Report - 2 sets (if available - minimum requirement of R-value testing and pavement design recommendation with testing locations.) H. Draft copy of SWPPP & Copy of Notice of Intention (part of NPDES permitting process) for 1 acre sites or greater

	<b>3. Construction Permits –</b> for a Subdivision or Commercial Project <i>(once APPROVED &amp; SIGNED by City Engineer)</i>
	A. 3 sets of prints + PDF copy with all required approvals.
	B. Signed SWPPP (LRP, QSD, and QSP), WDID#, and Copy of Notice of Intention (part of NPDES permitting process) for 1 acre sites or greater.
	C. For subdivisions and large commercial projects the permit to be issued at a scheduled pre-construction meeting.
	D. Encroachment permit application with payment of the encroachment/inspection fees (T & M – estimate 5% Engineers Estimate), insurance, and traffic control plans.
	E. Copy of Final Engineer's Estimate
	F. Copy of LDSIR permit for sewer work.

	<b>4. Grading Permits</b> <i>(once REVIEWED by City Engineer)</i>
	A. 2 sets of prints + PDF copy with all required approvals.
	B. Signed SWPPP (LRP, QSD, and QSP), WDID#
	C. Copy of Notice of Intention (part of NPDES permitting process) for 1 acre sites or greater.

**FOR ALL PROJECTS:**

Separate Plan Review and Approvals are REQUIRED from the following Districts  
*(Please submit Improvement Plans directly to each agency):*

**Sanitary Sewer:**

Sacramento Area Sewer District plan checks: [sasdplancheck@sacsewer.com](mailto:sasdplancheck@sacsewer.com) or (916) 876-PLAN to initiate the plan review process.

Submit TWO (2) sets of civil plans and initial deposit to:

**SASD (Sacramento Area Sewer District)**

CSD-1: LD-SIR,  
827 7th Street, Room 105, Sacramento

**Fire Department:**

Sacramento Metropolitan Fire District: (916) 942-3300 (online digital submittals and stamping)  
3012 Gold Canal Drive,  
Rancho Cordova, CA 95670-6116

**Water:** *There are 3 different Water Districts in the City of Citrus Heights (see attached map):*

Citrus Heights Water District (partial online submission process)  
(primarily east of San Juan/Sylvan Road south to Madison Ave, Antelope Rd west of Auburn to I80)  
(916) 725-6873  
6230 Sylvan Road  
Citrus Heights, CA 95611

California American Water Company  
(West of I-80 to Roseville Rd and North to Whyte Ave and South to Connemara)  
(916) 568-4200  
4701 Beloit Drive  
Sacramento, CA 95838

Sacramento Suburban Water District  
(West of Dewey & Greenback to I-80 & Indian River NW to SE Connemara and SW Manzanita & Auburn)  
(916) 972-7171  
3701 Marconi Avenue, Suite 100  
Sacramento, CA 95821