

City of Fresno
Public Works Department
The Plan Submittal Process and Policy

Public Works customer service strategy promotes the efficiency of the offsite improvements plan submittal process. The plan submittal process and policy will guide development professionals to submit a qualified set of plans certified to meet the Public Works Department's submittal requirements.

1. Public Works Counter Staff or Application Assistance Center Counter Staff will only accept qualified and certified submittal packages only with the following:

- PLAN SUBMITTAL CHECKLIST (SELF CERTIFIED BY THE DESIGN PROFESSIONAL)

****NOTE A - PUBLIC WORKS COUNTER STAFF WILL REVIEW THE PLAN SUBMITTAL PACKAGE FOR COMPLETENESS AND FOR CERTIFICATION OF ALL CHECKLISTS. PUBLIC WORKS RESERVES THE RIGHT TO REJECT SUBMITTAL PACKAGES WITHOUT THE COMPLETED AND CERTIFIED CHECKLIST.***

2. PW Engineering Groups will only accept qualified and certified plans with the following:

- GEOMETRIC APPROVAL DRAWING (GAD) CHECKLIST (SELF CERTIFIED BY THE DESIGN PROFESSIONAL)
- STREET PLANS & STRIPING CHECKLIST (SELF CERTIFIED BY THE DESIGN PROFESSIONAL)
- LANDSCAPING - CFD APPROVAL CHECKLIST (SELF CERTIFIED BY THE DESIGN PROFESSIONAL)
- TRAFFIC SIGNAL CHECKLIST (SELF CERTIFIED BY THE DESIGN PROFESSIONAL)
- STREET LIGHTS CHECKLIST (SELF CERTIFIED BY THE DESIGN PROFESSIONAL)
- DEEDS CHECKLIST (SELF CERTIFIED BY THE DESIGN PROFESSIONAL)

****NOTE B - PUBLIC WORKS ENGINEERING GROUPS SHALL REVIEW SELF CERTIFIED CHECKLISTS FOR VERIFICATION OF MINIMUM REQUIRED INFORMATION. FOR EXAMPLE, STREET, STRIPING, LANDSCAPE, STREET LIGHT PLANS SHALL BE AT 90% DRAWINGS; AND TRAFFIC SIGNAL PLANS SHALL BE AT 60% DRAWINGS. PUBLIC WORKS RESERVES THE RIGHT TO REJECT SUBMITTAL PACKAGES WITH INSUFFICIENT INFORMATION.***

3. PW Engineering Groups will log plans into the web based Plan Check Log.

4. Public Works Engineering Staff will "plan check" qualified, certified, and logged plans.

****NOTE C – PUBLIC WORKS STAFF WILL REVIEW, REDLINE, AND RETURN PLANS TO DEVELOPER'S PROFESSIONAL(S).***

5. Public Works Engineering Fees (Master Fee Schedule 2005-2006) provides for (3) three plan reviews. A review is defined as the review and return with comments of any plan submittal package checklist including the first counter screening (See Note A); or the review and return with comments of any GAD, Street, Striping, Landscaping, Traffic, Street Light, or Deed checklists (See Note B); or "plan check" redline comments (See Note C). Reviews beyond the three reviews shall be performed at the Miscellaneous Special Project Evaluation Fees of \$144 per hour. A deposit of a minimum of two hours (\$288) shall be submitted with the plans. http://www.fresno.gov/budget/MasterFee05_06/dpw.pdf