



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

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:

Fees will be based on the master fee schedule <https://www.citrusheights.net/1022/Master-Fee-Schedule> calculated from the Engineer's Cost Estimate. This is an initial deposit to open the drawdown account. Fee total is based on actual time and materials used. Initial deposit will also be subject to a 4% technology fee.

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

MINIMUM SUBMITTAL PACKAGES:

The following items shall be submitted in PDF format:

	1. Residential Subdivision Projects
	A. Improvement Plans with Supporting Calculations a. 1 PDF formatted copy of improvement plans (staff may request hard-copy submittal)
	B. Engineers Estimate (civil work for the following: grading, storm-water, all work located within the City's ROW and/or PUEs)
	C. Storm Drain Calculations and Summary Report (including applicable LID worksheets per County Standards)
	D. Final Map
	E. Approved Tentative Map
	F. Final Conditions of Approval
	G. Soils Report - (if available - minimum requirement of R-value and pavement design recommendations)
	H. Landscaping Plans (if applicable)
	I. SWPPP with WDID# (sites ≥ 1 acre) Water Pollution Control Plan (sites < 1 acre)

	2. Commercial Projects
	A. Improvement Plans with Supporting Calculations a. 1 PDF formatted copy of improvement plans (staff may request hard-copy submittal)
	B. Engineers Estimate (civil work for the following: grading, storm-water, all work located within the City's ROW and/or PUEs)
	C. Storm Drain Calculations and Summary Report (including applicable LID worksheets per County Standards)
	D. Dedications of PE, PUE and/or ROW (if applicable)
	E. Approved Parcel Map
	F. Final Conditions of Approval
	G. Soils Report - (if available - minimum requirement of R-value and pavement design recommendations)
	H. SWPPP with WDID# (sites ≥ 1 acre) Water Pollution Control Plan (sites < 1 acre)

	3. Construction Inspection/Encroachment Permits
	A. PDF copy of improvement plans (with all required approvals)
	B. SWPPP with WDID# (sites ≥1 acre) or Water Pollution Control Plan (sites <1 acre)
	C. Copy of Engineer's Estimate
	D. Payment for inspection fees (see Master Fee Schedule)
	E. Insurance COI Certificate (see attached insurance requirements)
	F. Traffic Control Plans (if applicable)

	4. Grading Permits
	A. PDF copy of Improvement plans (with all required approvals)
	B. Engineer / Contractor Cost Estimate
	C. SWPPP with WDID # (sites ≥1 acre) or Water Pollution Control Plan (sites <1 acre)

Notes:

- A. Encroachment Permits will not be issued until a pre-construction meeting occurs on-site with City Staff.
- B. Projects will not be closed until final (stamped/signed) as-built plans have been submitted to the City.
- C. Construction inspection final billing may not be completed for up to six (6) months after project close-out.

FOR ALL PROJECTS:

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

Sanitary Sewer (916) 876-PLAN

Sacramento Area Sewer District Plan Checks: sasdplanchek@sacsewer.com to initiate the plan review process.

Fire Department (916) 942-3000

Plan Checks: planintake@metrofire.ca.gov

Water: There are 3 different Water Districts in the City of Citrus Heights. [CH-Water-District-Map \(citrusheights.net\)](#)

Citrus Heights Water District (916) 725-6873

Plan Checks: <https://chwd.org/forms/plan-submittal-form/>

(primarily east of San Juan/Sylvan Road south to Madison Ave, Antelope Rd west of Auburn to I80)

California American Water Company (916) 568-4200

Plan Checks: <https://www.amwater.com/caaw/About-Us/Doing-Business-With-Us/developers-and-contractors>
(West of I-80 to Roseville Rd and North to Whyte Ave and South to Connemara)

Sacramento Suburban Water District (916) 972-7171

Plan Checks: <https://www.sswd.org/departments/engineering/development-services>

(West of Dewey & Greenback to I-80 & Indian River NW to SE Connemara and SW Manzanita & Auburn)



Improvement Plans APPLICATION

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this box for city use only
DEVELOPMENT PROJECT #:

TO BE COMPLETED BY APPLICANT:

Applicant agrees to pay plan check and inspection fees, and to allow the city staff 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 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 of invoice. 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



Improvement Plans APPLICATION

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Project Contacts & Billing Advice

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 improvement and grading plan checks.

Return completed package to:

City of Citrus Heights
General Services Department
Engineering & Development Division,
6360 Fountain Square Drive
Citrus Heights CA 95621



Grading Permit Application

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

APPLICATION DATE: _____

DEVELOPMENT PERMIT: _____

Please complete the items listed below. A grading permit may be issued following City review and approval of this application. The applicant may be required to furnish additional information prior to issuance of a grading permit. This information may include plans and specifications, a soil engineering report and/or geotechnical report. Fees for plan checking and inspection are indicated in the City of Citrus Heights Fee Schedule. The plan check and inspection fees must be paid in full at the time the application is filed.

Project	Owner/Developer	Assessor's Parcel Number
Contractor Performing Work	Contractors Contact Name	Contractors Phone
Contractor Address	Contractor City / State / Zip	Contractor Fax

1. Briefly describe the work to be covered by this permit:

2. Describe the site on which the proposed work is to be performed.

(Indicate by assessor's parcel number, subdivision lot number or street address, or other description.)

APN: _____ SUB/LOT# _____ ADDRESS: _____

3. Estimated Quantity of Grading (in cubic yards): _____ CUBIC YARDS

4. Estimated Cost of Grading: \$ _____

5. Describe the purpose for the proposed grading work.

6. Explain the contemplated use or uses of this site. If the proposed grading work is for future development, include the status of discretionary permits (e.g., tentative map, conditional use permit, development agreement, etc..)

7. Application Fee \$ _____

Plan Check and Inspection Fee \$ _____

Application Submitted By: *(Print Name)*

Title

Signature

Date:

Address

Phone / Fax

Grading Permit Application General Requirements

The following information outlines the requirements for obtaining a grading permit. This is provided to assist applicants in the grading permit process. It is not intended, however, to be interpreted as legal documentation for the City's authority to impose restrictions on grading; therefore, it should not be construed as such. For this purpose, applicants should refer to the actual Grading Ordinance on file at the Engineering Division.

1. Complete an application form.
2. Submit the completed application form along with the application fee and grading plans to the Engineering Division. The following items may also be required as determined by the Engineering Division:
 - A SWPPP (Storm Water Pollution Prevention Plan (required, if disturbing more than 1 acre)
 - Geotechnical Report
 - Plans and Specifications for Grading
3. Within fourteen (14) days following receipt of the grading permit application, the Engineering Division will determine if the application is complete. If deemed incomplete, the Engineering Division will respond to the application and specify what additional information is required.
4. If grading work entails more than 20,000 cubic yards of excavation, fill, or ten (10) acres or more of clearing, the grading permit applications must also be submitted to the Planning Division of the Community Development Department for action by the Planning Commission for a finding of consistency with the General Plan. Quantity of grading work shall be determined by taking the sum of the absolute values of excavations and fill (not net value). It shall be the responsibility of the applicant to submit the additional application to the Planning Division for this action.
5. If grading work entails one acre or more, the applicant will be required to obtain SWPPP WDID # from the California State Water Resources Control Board.
6. A grading permit will be issued only if:
 - a. *All fees have been paid including application, plan checking and inspection fees.*
 - b. *Application and proposed work comply with all federal, state and local laws.*
 - c. *The Planning Commission has made a finding of consistency with the General Plan for the project (if applicable).*
 - d. *All discretionary City approvals for the project have been obtained.*
 - e. *SWPPP with WDID# (sites ≥ 1 acre) or Water Pollution Control Plan (sites < 1 acre)*
 - f. *A performance bond or other form of security (acceptable to the City) to ensure performance of the work, has been submitted in the amount equivalent to 100 percent of the cost of the grading work (as required).*
7. The permit may be suspended or revoked, or the permittee may be fined for failure to comply with the permit conditions or any other federal, state and local laws, ordinances and regulations.
8. Additional fees may be charged for changes to the permit (time and materials).
9. Upon completion, the applicant shall provide (signed/stamped) as-built plans or maps.
10. A Fire Hydrant Permit is required for hydrant water use from the water purveyors.