



**City of Rialto
PUBLIC WORKS DEPARTMENT**

**SUBMITTAL GUIDELINES FOR REVIEW OF
FINAL MAPS, OFFSITE AND ONSITE IMPROVEMENT PLANS,
& SEPARATE DOCUMENTS**

INTRODUCTION

Offsite and Onsite Improvement plans shall be prepared by a Registered Civil Engineer in conformance with the Rialto Municipal Code, applicable standards, and regulations.

Final Maps, Legal Descriptions, and Plats shall be prepared by a Professional Land Surveyor or qualified Registered Civil Engineer, in conformance with the requirements of the City of Rialto and California Subdivision Map Act and California Land Surveyors Act (latest editions).

To initiate a plan review, the following items corresponding to each type of plan shall be submitted to the Rialto Public Works Department.

FINAL MAPS

- Completed Submittal Information Form
- Plan Check Fees
- Tentative Map - Stamped "Approved" and dated by Planning Department
- Tract/Parcel Map (3 copies)
- Applicant-signed Conditions of Approval
- Preliminary Title Report, less than 30 days old, with copies of Schedule "B" Documents
- Latest Recorded Vesting Deed
- Easements or land documents affecting property such as lot line adjustments, quit claim deeds, right of way documents, sewer, storm drain
- Assessor's Parcel Map of mapped property
- Underlying or adjacent maps used or referenced on Final Map
- Closure Calculations
- Grading Plan, if any, for reference only

OFFSITE PUBLIC IMPROVEMENT PLANS: Street, Signing & Striping, Storm Drain, Sewer, Water, Street Light, Traffic Signal, LMD Landscape and Irrigation

- Completed Submittal Information Form
- Plan Check Fees
- Plans (3 sets + 1 PDF)
- Record Drawings of Existing Condition
- Applicant-signed Conditions of Approval
- Final/Parcel Map for reference only
- Grading Plan for reference only
- Hydrology/Hydraulics Study (2 copies)
- Street cross sections at 25' minimum intervals for joining existing pavement (300' outside limits of construction)
- Water Quality Management Plan, if required (2 copies)
- Caltrans/Other agency permits

ONSITE IMPROVEMENT PLANS: Rough/Precise Grading, Paving, Erosion Control, Storm Drain, Utility, Sewer, Water, Horizontal Control

- Completed Submittal Information Form
- Plan Check Fee
- Plans (4 sets + 1 PDF)
- Applicant-signed Conditions of Approval
- Site Plan - Stamped "Approved" and dated by Planning Department
- Hydrology & Hydraulics Study (2 copies)
- Water Quality Management Plan (2 copies)
- Preliminary Soils Report
- Preliminary Title Report, less than 30 days old
- Assessor's Parcel Map of affected property

SEPARATE DOCUMENTS: Grant of Right of Way, Public Easement, Vacation of Public Right of Way or Public Easement, Lot Line Adjustment

- Completed Submittal Information Form
- Plan Check Fee
- Legal description - wet-signed & sealed by PLS or qualified PE (2 copies)
- Plat (8-1/2" X 11") with subject area indicated by bold border (2 copies)
- Signed Conditions of Approval
- Preliminary Title Report, less than 30 days old, with copies of Schedule "B" Documents
- Latest Recorded Vesting Deed
- Assessor's Parcel Map of affected property
- Underlying or adjacent maps used or referenced on legal description or plat
- Closure calculations
- Corporate Property Owner: Statement of partnership, articles of incorporation, or corporate resolution indicating those officers/individuals are authorized to sign legal documents on their behalf **and** Grantor Name & Title to be shown on Deed. For example: *Rialto1 LLC, A XXX limited liability company; By: Rialto2 L.P, a XXX limited partnership, its managing member; By: Rialto3, A XXX Corporation, its General Partner; By: John Doe, President*
- Individual Property Owner: Letter from Owner stating how Grantor Name & Title to be shown on Deed. For example: *John Doe, A married man as his sole and separate property or John Doe, as trustee of the John Doe Revocable Family Trust, dated 01/01/2000.*

After the review of the Legal Description and Plat is finished, Public Works Staff will prepare the applicable document to be signed and notarized by the Property Owner. Documents will be recorded by the Public Works Staff.

PLAN REVIEW SCHEDULE

Standard Plan Review

- First submittal will be reviewed and available for pickup by the engineer or developer within 2 working days plus 1 working day per sheet submitted.
- Second and subsequent submittals will be reviewed, checked for correction of plan check comments, and available for pickup within **1 working day** plus 1 working day per sheet submitted.
- Working days are Monday through Thursday, not counting City Holidays.

Fast-Track Plan Review (1.5 X Standard Plan Review Fee)

- First submittal shall be reviewed and available for pickup within 1 working day plus ½ working day per sheet submitted.
- Second and subsequent drafts shall be reviewed, checked for correction of plan check comments, and available for pickup within 1 working day plus ½ working day per sheet submitted.

Review of Professional Report or Study

Professional Reports or Studies submitted with a plan set will be reviewed on the same schedule as the plan set plus 3 working days per study submitted.

Professional Reports or Studies submitted separately from a plan set:

- First submittal will be reviewed and available for pickup within 12 working days.
- Second and subsequent drafts shall be reviewed, checked for correction of plan check comments, and available for pickup within 8 working days.
- Working days are Monday through Thursday, not counting City Holidays.

For Professional Reports or Studies that cover large geographical or complex development areas, additional review time may be necessary, which will be coordinated with the City Engineer on a case by case basis.



**CITY OF RIALTO
PUBLIC WORKS DEPARTMENT**

335 W. Rialto Avenue
Rialto, CA 92376
(909) 820-2602

SUBMITTAL INFORMATION FORM

Project Name			
PPD# / Tract# / PM#			
Assessor's Parcel No.			
Project Address / Location			
Project Type (Industrial, Residential, Commercial, etc.)			
Project Size (acres)			
Number of Lots / Parcels			
Estimated Construction Start Date:		Estimated Completion Date:	

PROPERTY OWNER INFORMATION

Company Name			
Owner / Representative			
Address			
City / State / Zip			
Telephone #			
Email Address			

ENGINEER / SURVEYOR OF RECORD INFORMATION

Company Name			
Name / Title			
Address			
City / State / Zip			
Telephone #			
Email Address			
City Business License #			

APPLICANT / DEVELOPER INFORMATION

Company Name			
Contact Name / Title			
Address			
City / State / Zip			
Telephone #		24-Hr Telephone #	
Email Address			
City Business License #			
Total Fees Paid	\$		
Signature			
Title			
Date			