



**CITY OF COLTON
PUBLIC WORKS AND UTILITY
SERVICES DEPARTMENT**

(Engineering Division)

Plan Check Application Form

Date: _____

Project Information

Project Name: _____

DAP #: _____

Assessor's Parcel No.: _____

Project Type (Industrial, Residential, Commercial, etc.): _____

Project Size (acres): _____

Estimated Construction Date: _____

Estimate Completion Date: _____

Property Owner Information

Company Name: _____

Owner/Representative: _____

Address: _____

City/ State/ Zip: _____

Telephone #: _____

Email Address: _____

Engineering/Surveyor of Record Information

Company Name: _____

Name/Title: _____

Address: _____

City/ State/ Zip Code: _____

Telephone #: _____

Email Address: _____

Applicant/Developer Information

Company Name: _____

Contact Name/ Title: _____

Address: _____

City/ State/ Zip Code: _____

Telephone #: _____

Email Address: _____

Signature: _____

Title: _____

Date: _____



CITY OF COLTON PUBLIC WORKS DEPARTMENT

Plan Check Submittal Requirements

All improvement plan submittals require the following at the time of submittal:

Note: Any Onsite Utility Plans and/or Off-site Water & Wastewater (W/WW) Plans need to be submitted directly to Mr. Imtiaz Hossain at ihossain@coltonca.gov or call 909-370-6179

Also, Colton Electric Utility (CEU) Plans must be submitted at the same time as W/WW and proposed Grading Plans to avoid gaps between varying division plan submittal, approvals, and permit issuance. Please submit CEU plans directly at the following link: ElectricalEngineering@coltonca.gov. Proof of submittal will be requested to PW/Engineering.

- _____ 1.) Administrative Approval Letter from the Development Services Department or Approval Resolution from the Planning Commission with applicable Conditions of Approval*
- _____ 2.) Completed Plan Check Application Form
- _____ 3.) PDF (digital) copies of all submitted plans, including applicable Reports and Studies via a CD, Flash Drive, or link
- _____ 4.) Two (2) sets of hard copies submitted including reports and documents for reference
- _____ 5.) Preliminary Plan Check Fees

All On-site Private Improvement Plans are subject to the following additional requirements:

- _____ 6.) Signed and stamped On-Site cost estimate, except for SRF
- _____ 7.) Approved/Stamped Site Plan by the Planning Division with approval date
- _____ 8.) Preliminary Soils Report
- _____ 9.) Preliminary Title Report, less than 30 days old
- _____ 10.) Assessor's Parcel Map of affected Property

All Off-site Public Improvement Plans are subject to the following additional requirements:

- _____ 11.) Record Drawings of Existing Conditions
- _____ 12.) Final/Parcel Map for reference only
- _____ 13.) Grading Plan for reference only
- _____ 14.) Hydrology/Hydraulics Study
- _____ 15.) Street cross sections at 25' minimum intervals for joining existing pavement (300' outside limits of construction)
- _____ 16.) Water Quality Management Plan, if required (2 copies)
Caltrans/Other agency permits

All Final Maps are subject to the following additional requirements:

- _____ 17.) Tentative Map – Stamped “Approved” and dated by the Planning Division
- _____ 18.) Tract Parcel Map
- _____ 19.) Preliminary Title Report, less than 30 days old with Schedule “B” Documents
- _____ 20.) Latest Recorded Vesting Deed
- _____ 21.) Easements or land documents affecting property such as lot line adjustments, quit

- claim deeds, right of way documents, sewer, storm drain
- _____ 22.) Assessor's Parcel Map of mapped property
 - _____ 23.) Underlying or adjacent maps used or referenced on Final Map
 - _____ 24.) Closure Calculations
 - _____ 25.) Grading Plan, if any, for reference only.

*This is not applicable for SFR in non-Reche Canyon Specific Plan Area

All Separate Instruments such as: Grant of Right-of-Way, Public Easements, Vacations of Public Right-of-Way or Public Easements, and Lot Line Adjustments are subject to the following requirements:

- _____ 26.) Legal Description – wet-signed & sealed by a PLS or qualified PE
- _____ 27.) Plat (8-1/2" X 11") with subject area indicated by bold border
- _____ 28.) 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:

Colton1 LLC, A XXX limited liability company;

By: Colton2 L.P, a XXX limited partnership, its managing member;

By: Colton3, A XXX Corporation, its General Partner;

By: John Doe, President

- _____ 29.) 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 01/01/2020.