

**COUNTY OF SANTA CLARA
CHECK LIST FOR IMPROVEMENT PLANS**



Engineer: _____ Road Name: _____

Applicant: _____ File No.: _____

Date Returned (check print): _____

SHEET 1		For Engineer Use				For Plan Checker Use			
		OK	NG	Corr	NA	OK	NG	Corr	NA
1	Sheet Size (24 x 36)								
2	General Construction Notes								
3	County Approval Note								
4	Legend and Scope of Work								
5	Descriptions of Basis of Bearing and Elevations								
6	Vicinity Map showing Site and nearest Major Cross Streets								
7	Required Stamps								
8	"Applicant, Road Name, and File No." Along Bottom								
9	Minimum Letter Size = 1/10 th inch								
10	Site Plan Showing:								
	a Entire Parcel with dimensions and corner stakes								
	b North Arrow & Engineering Scale								
	c Existing & Proposed Rights-of-Way & Slope Easements								
	d Official Plan Lines and Future Width Line								
	e Existing & Proposed storm drainage including on-site drainage								
	f Existing & Proposed water courses (location & flow direction)								
	g Existing & Proposed detention and sedimentation ponds								
	h Existing & Proposed Electroliers								
	i Existing & Proposed Fire Hydrants								
	j Approved Street Names (New Streets to be approved by the Planning Department)								
	k Bench Mark Data and Location								
	l Proposed location of street name & informational signs								
	m Existing & Proposed Survey Monuments								
	n Existing & Proposed Buildings on the Property								
	o Existing Trees, with canopy, trunk size, and species								
	p Existing & Proposed Retaining Wall locations and elevations								
	q Existing & Proposed Impervious Surface Area S (Concrete, asphalt, rooftop)								
10	Typical Roadway Section (A/1 - A/8, B/1 - B/18, SD1 - SD5) (typical, each component))								
	a Width of Traveled Way								
	b Surfacing Specifications								
	c Base Specifications								
	d Subbase Specifications								
	e Curb & Gutter and/or Dike Specifications (B/13)								
	f Sidewalk (B/1 - B/10)								
	g Shoulders								
	h Existing Ground with approximate slope indicated								
	i Existing & Proposed drainage ditches and erosion control								
	j Road Bed Width (hinge to hinge)								
	k Proposed cut and fill slopes (with note speaking to stability of cut slopes steeper than 1.5:1 & fill slopes steeper than 2:1) & erosion control								
	l Section looking upstation								
	m Electrolier (E/2A - E/49)								
	n Subdrain Systems								
	o Cut & fill yardage-disposition of surplus material, source of import								
11	Title Block								
12	Refer to standard details as applied								
13	Special details that are not in Standard Details Manual (e.g. Road connection detail, turnout detail, etc.)								
14	Index of sheets if three (3) or more used								
15	Limits of Work (Construction, Encroachment, & Grading)								
16	Engineer's signature on plans								

Note: (A,B/3, etc.) References to County of Santa Clara, Roads and Airports Department's "Standard Details Manual", September 1997
(SD3, etc.) References to County of Santa Clara, "Standards and Policies Manual", Volume 1, March 1981

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CHECK LIST FOR IMPROVEMENT PLANS (Continued)

SHEET 2		For Engineer Use				For Plan Checker Use			
		OK	NG	Corr	NA	OK	NG	Corr	NA
1	Plan View								
	a North Arrow & Appropriate Engineering Scale								
	b Rights-of-way, slope easements, & centerlines								
	c Official Plan Line and Future Width Line								
	d Stationing Line								
	e Curve Data (CL and TOC) (Radius, Delta, and Length)								
	f Existing Trees, with canopy, trunk size, and species								
	g Existing & Proposed Pavement								
	h Existing & Proposed Curb & Gutter (B/13)								
	i Existing & Proposed Top of Curb Elevations								
	j Existing & Proposed Overland Flow Patterns and Improvements								
	k Existing & Proposed Pavement Conform Elevations								
	l Existing & Proposed Sidewalks (B/1 - B/3)								
	m Existing & Proposed Public Roads in vicinity (A/2 - A/10)								
	n Existing & Proposed Private Access Roads in vicinity (SD2, 3)								
	o Existing & Proposed Driveways (SD5)								
	p Existing & Proposed Driveway Approach (B/2 - B/10, SD4)								
	n Existing & Proposed Storm Drainage Systems								
	o Existing & Proposed Sanitary Sewers								
	p Existing & Proposed Septic Systems								
	q Existing & Proposed Water Lines and Fire Hydrants								
	r Existing & Proposed Gas Lines								
	s Existing & Proposed Elec., TV, and Telephone Distribution Facilities								
	t Existing & Proposed Electroliers, Wiring, and Pullboxes								
	u Ties to Other Streets								
	v Ground contours for 50 feet adjacent to road beyond cut and fill limits								
	w Contour Daylighting								
	x Elevations beyond limits of improvements to the nearest drain inlet, natural drainage facility, or grade break								
	y Existing structures, & facilities on the property in the vicinity of the proposed improvements								
	z Limits of Work								
	aa. Existing & Proposed Swales								
	bb. Existing & Proposed Detention/Retention Facilities								
2	Profile								
	a Engineering Scale & Elevations								
	b Existing & Proposed Centerlines								
	1 Grades								
	2 Vertical Curves where the grade break is greater than 1%								
	c Existing & Proposed Top of Curb Elevations								
	d Existing & Proposed Pavement Elevations								
	e Existing & Proposed Drainage Ditch Flowline Elevations								
	f Existing & Proposed Storm Drainage Systems								
	g Existing & Proposed Sanitary Sewers								
	h Existing & Proposed Water Systems								
	i Existing & Proposed Gas Lines								
	j Limits of Work								
	k Extend profiles beyond limits of imp. For 500 lf, or to the nearest drain inlet, natural drainage facility, or grade break								
	l Existing & Proposed Swales								
	m Existing & Proposed Detention/Retention Facilities								
3	"Applicant, Road Name, and File No." Along Bottom								
4	Required Stamps								
5	Engineer's signature on plans								
	SHEET 3								
1	Cross Sections, as required								
2	Earthwork Quantity Calculations								
3	Structural Details (e.g. ret. walls, culverts, etc.) if required								
4	Tree Protection Detail, if required								
5	Keying and Benching Detail, if required								
6	Drainage Details, if required								
7	"Applicant, Road Name, and File No." Along Bottom								
8	Required Stamps								
9	Engineer's signature on plans								

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CHECK LIST FOR IMPROVEMENT PLANS (Continued)

SHEET 4		For Engineer Use				For Plan Checker Use			
		OK	NG	Corr	NA	OK	NG	Corr	NA
1	Erosion Control								
	a EC-1 Scheduling								
	b EC-2 Preservation of existing vegetation								
	c EC-3 Hydraulic mulch								
	d EC-4 Hydroseeding								
	e EC-5 Soil binders								
	f EC-6 Straw mulch								
	g EC-7 Geotextiles and mats								
	h EC-8 Wood mulching								
	i EC-9 Earth Dikes and Drainage swales								
	j EC-10 Velocity dissipation devices								
	k EC-11 Slope drains								
	l EC-12 Stream bank stabilization								
	m EC-14 Compost blankets								
	n EC-15 Soil preparation/roughening								
	o EC-16 Non-vegetative stabilization								
2	Sediment Control								
	a SE-1 Silt Fence								
	b SE-2 Sediment Basin								
	c SE-3 Sediment Trap								
	d SE-4 Check Dams								
	e SE-5 Fiber Rolls								
	f SE-6 Gravel Bag Berm								
	g SE-7 Street Sweeping and Vacuuming								
	h SE-8 Sandbag Barrier								
	i SE-9 Straw Bale Barrier								
	j SE-10 Storm Drain Inlet Protection								
	k SE-11 Active Treatment Systems								
	l SE-12 Manufactured Linear Sediment Controls (MLSC)								
	m SE-13 Compost Socks and Berms								
	n SE-14 Biofilter Bags								
3	Tracking Control								
	a TC-1 Stabilized Construction Entrance/Exit								
	b TC-2 Stabilized Construction Roadway								
	c TC-3 Entrance/Outlet Tire Wash								
4	Wind Erosion Control								
	a WE-1 Wind Erosion Control								
5	Nonstormwater Management control								
	a NS-1 Water Conservation Practices								
	b NS-2 Dewatering Operations								
	c NS-3 Paving and Grinding Operations								
	d NS-4 Temporary Stream Crossing								
	e NS-5 Clear Water Diversion								
	f NS-6 Illicit Connection/ Discharge								
	g NS-7 Potable Water/Irrigation								
	h NS-8 Vehicle and Equipment Cleaning								
	i NS-9 Vehicle and Equipment Fueling								
	j NS-10 Vehicle & Equipment Maintenance								
	k NS-11 Pile Driving Operations								
	l NS-12 Concrete Curing								
	m NS-13 Concrete Finishing								
	n NS-14 Material Over Water								
	o NS-15 Demolition Adjacent to Water								
	P NS-16 Temporary Batch Plants								
6	Waste Management and Materials Pollution Control								
	a WM-1 Material Delivery and Storage								
	b WM-2 Material Use								
	c WM-3 Stockpile Management								
	d WM-4 Spill Prevention and Control								
	e WM-5 Solid Waste Management								
	f WM-6 Hazardous Waste Management								
	g WM-7 Contaminated Soil Management								

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CHECK LIST FOR IMPROVEMENT PLANS (Continued)

SHEET 4 (Continued)		For Engineer Use				For Plan Checker Use			
		OK	NG	Corr	NA	OK	NG	Corr	NA
h	WM-8 Concrete Waste Management								
i	WM-9 Sanitary/Septic Waste Management								
j	WM-10 Liquid Waste Management								