



## WATER AND SEWER IMPROVEMENT PLAN SUBMITTAL CHECKLIST

### **INITIAL PLAN SUBMITTAL**

Initial submittal of plans shall be by appointment only. Please contact Development Services at [Development@padre.org](mailto:Development@padre.org) at least 48 hours prior to appointment date requested.

- Two (2) sets of full size improvement plans (24"x36")
- Engineer's cost estimate prepared using bond estimate template
- One copy of applicable reference documents (i.e. Grading Plans, Water/Sewer Study, Tentative Map, Entitlement Conditions of Approval, etc.)
- Plan review fee, check or cash only (see Fee Information Sheet)
- Completed Project Application
- One digital copy (PDF) of all submittal items

### **SUBSEQUENT PLAN SUBMITTALS**

All comments from the previous plan review(s) shall be fully addressed.

- Two (2) sets of revised full size improvement plans (24"x36")
- Return redline plans, estimates, studies, etc.
- Two (2) copies of easement plats and legal descriptions (if applicable)
- One digital copy (PDF) of all submittal items

### **MYLAR PLAN SUBMITTALS**

Mylar plans are not to be submitted until authorized by the District.

- Mylar plans, signed and stamped by the engineer of work
- One copy of the final cost estimate
- One copy of fully executed easement documents
- Digital files of the project plans (i.e. AutoCad DWGs)
- Payment for any outstanding plan review deposit balance
- (PDF) copy of all submittal items

Once mylar plans have been completely signed, three (3) full size copies and one digital (PDF) copy of the plans shall be provided to the District. Prior to the start of construction, applicant shall submit preconstruction materials a minimum of 2 weeks prior to the requested preconstruction meeting date.

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