

**CITY OF FRESNO  
PUBLIC WORKS DEPARTMENT  
PLAN CHECKING PROCEDURE FOR  
STREET IMPROVEMENTS**

1.	RECORD PLAN INFORMATION IN PLAN CHECK LOG
2.	ROUTE SET OF PLANS TO CONSTRUCTION MANAGEMENT, TRAFFIC ENGINEERING, PARKS DEPARTMENT (MEDIAN ISLAND) AND TRANSIT.
3.	IF ANY PART OF THE WORK IS OUTSIDE THE CITY OF FRESNO AND IN THE COUNTY OF FRESNO, MAIL OR DELIVER SET OF PLANS TO: Fresno County Public Works and Development Services Department Development Services Division 2220 Tulare Street, Sixth Floor Fresno, CA 93721 (559) 453-5122
4.	CHECK PLANS IN ORDER OF DATE RECEIVED
5.	<input type="checkbox"/> a. Are streetlighting plans needed? <input type="checkbox"/> b. Is traffic signal or safety lighting needed? <input type="checkbox"/> c. Shall existing signal be relocated? <input type="checkbox"/> Northwest Corner <input type="checkbox"/> Southwest Corner <input type="checkbox"/> Northeast Corner <input type="checkbox"/> Southeast Corner
6.	RECORD STARTING DATE IN PLAN CHECK LOG
7.	ENTER SITE PLAN, C.U.P., REZONE, PARCEL MAP, U.G.M., ACCOUNT, WORK ORDER, AND PUBLIC WORKS FILE NUMBERS IN PLAN CHECK LOG.
8.	<input type="checkbox"/> a. Has Construction Management returned plans? <input type="checkbox"/> b. Has Traffic Engineer returned plans? <input type="checkbox"/> c. Has Fresno County returned plans?
9.	STREET NAME

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10.	<p>PLACE ON PLAN</p> <p><input type="checkbox"/> a. Site Plan No. _____</p> <p><input type="checkbox"/> b. C.U.P. No. _____</p> <p><input type="checkbox"/> c. Rezone No. _____</p> <p><input type="checkbox"/> d. Parcel Map No. _____</p> <p><input type="checkbox"/> e. U.G.M. No. (if required) _____</p> <p><input type="checkbox"/> f. F.A.U. Project No. _____</p> <p><input type="checkbox"/> g. C.I.P. No. _____</p>														
11.	<p>PLACE ON PLAN</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 2px;"><input type="checkbox"/> a. Benchmark</td> <td style="width: 50%; vertical-align: top; padding: 2px;"><input type="checkbox"/> h. Fee block</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> b. North arrow</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> i. Legend</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> c. Scale</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> j. Symbols</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> d. Title Block</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> k. FMFCD signature</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> e. Owner's name</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> l. Site plan</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> f. Prepared by</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> m. Excavation</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> g. Engineer's stamp, signature, expiration date on all sheets</td> <td></td> </tr> </table>	<input type="checkbox"/> a. Benchmark	<input type="checkbox"/> h. Fee block	<input type="checkbox"/> b. North arrow	<input type="checkbox"/> i. Legend	<input type="checkbox"/> c. Scale	<input type="checkbox"/> j. Symbols	<input type="checkbox"/> d. Title Block	<input type="checkbox"/> k. FMFCD signature	<input type="checkbox"/> e. Owner's name	<input type="checkbox"/> l. Site plan	<input type="checkbox"/> f. Prepared by	<input type="checkbox"/> m. Excavation	<input type="checkbox"/> g. Engineer's stamp, signature, expiration date on all sheets	
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12.	<p>CHECK RIGHT-OF-WAY (R/W) AND SIDEWALK (S/W) PATTERNS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 2px;"><input type="checkbox"/> a. APN maps</td> <td style="width: 50%; vertical-align: top; padding: 2px;"><input type="checkbox"/> e. Check plans from Traffic Engineer for extra R/W</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> b. 1" = 100' R/W and S/W maps</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> f. Check Public Works file (if necessary)</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> c. Cross sections, streets, and alleys</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> g. Obtain deeds for R/W or easements</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> d. Parcel map requirements</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> h. Abandonments</td> </tr> </table>	<input type="checkbox"/> a. APN maps	<input type="checkbox"/> e. Check plans from Traffic Engineer for extra R/W	<input type="checkbox"/> b. 1" = 100' R/W and S/W maps	<input type="checkbox"/> f. Check Public Works file (if necessary)	<input type="checkbox"/> c. Cross sections, streets, and alleys	<input type="checkbox"/> g. Obtain deeds for R/W or easements	<input type="checkbox"/> d. Parcel map requirements	<input type="checkbox"/> h. Abandonments						
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13.	<p>PLANS SHALL COMPLY WITH</p> <p><input type="checkbox"/> a. Official Plan Lines _____</p> <p><input type="checkbox"/> b. Director's Determinations _____</p> <p><input type="checkbox"/> c. Specific or Community Plans _____</p> <p><input type="checkbox"/> d. Bike Path Plan _____ (show "No Stopping" and "Towaway" signs on plans)</p> <p><input type="checkbox"/> e. Street circulation element _____</p> <p><input type="checkbox"/> f. U.G.M. boundary map _____</p> <p><input type="checkbox"/> g. Requirements as shown on C.U.P., Site Plan Review, _____ rezone, or other directions by Council or staff</p> <p><input type="checkbox"/> h. U.G.M. Permit Application and Service delivery plan _____</p> <p><input type="checkbox"/> i. Parcel map does not require U.G.M. permit _____</p>		
14.	<p>ADJACENT ALLEYS SHALL BE IMPROVED TO PUBLIC WORKS STANDARDS IF THERE WILL BE ACCESS TO PROJECT FROM THE ALLEY</p>		
15.	<p>CHECK PLANS FROM TRAFFIC ENGINEER FOR TRAFFIC INDEX (T.I.)</p>		
16.	<p>CHECK STRUCTURAL SECTION</p> <p><input type="checkbox"/> a. Require "R" values (if necessary)</p> <p><input type="checkbox"/> b. Require coring (if necessary)</p> <p><input type="checkbox"/> c. Require structural section calculation</p>		
17.	<p>CHECK PLANS FROM CONSTRUCTION MANAGEMENT</p>		
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19.	<p>NOTIFY UGM MANAGER AND DEVELOPMENT DEPARTMENT OF IMPROVEMENTS THE DEVELOPER IS CONSTRUCTING FOR ANOTHER DEVELOPER</p>		

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20.	NOTIFY UGM MANAGER OF EXISTING IMPROVEMENTS THAT SHOULD BE ASSESSED TO THE DEVELOPER
21.	FIELD CHECK <input type="checkbox"/> a. Plans match field conditions
22.	RECORD DATE IN PLAN CHECK LOG THAT PLANS ARE RETURNED TO ENGINEER
23.	CHECK STRUCTURAL SECTION <input type="checkbox"/> a. Require "R" values (if necessary) <input type="checkbox"/> b. Require coring (if necessary) <input type="checkbox"/> c. Require structural section calculation
24.	FOR PLANS WITH UGM IMPROVEMENT, COMPLETE THE FOLLOWING AFTER THE PLANS ARE SIGNED. <input type="checkbox"/> a. Obtain engineer's estimate from the reimbursable work <input type="checkbox"/> b. Complete "UGM Street Fees" worksheet <input type="checkbox"/> c. Route "UGM Street Fees" worksheet and Abandonments engineer's estimate for UGM reimbursable work to Development Dept <input type="checkbox"/> d. Route "Inspection, Surveying, and Engineering engineer for UGM Fees" worksheet to Development Department <input type="checkbox"/> e. Inspection Fees can be collected with the plan

**CERTIFICATION OF APPLICANT:** Read each of the statements below. After you have read the statements and understand them, please sign and date in the space provided at the end of this section:

1) I certify that I have read the plan check correction list thoroughly, followed any and all instruction, and have supplied the necessary information to allow staff to review my plans or application and that the supplied information is true and correct information herein to the best of my knowledge and belief.

2) I understand that falsification or misrepresentation on my part of any of the information that I have supplied above constitutes sufficient grounds for return of my submittal, or should any of my responses be determined false, misleading and/or incomplete will subject my application/plans to review delays and may result in the requirement for the applicant to pay additional review fees.

Project: \_\_\_\_\_

Checked By: \_\_\_\_\_

Date: \_\_\_\_\_