



**City of Glendora  
ENGINEERING DIVISION**



**STREET PLAN  
SUBMITTAL CHECKLIST**

**STREET PLAN PREPARATION GUIDELINES**

**Two complete sets of plans** are required, *including but not limited to the following:*

This checklist should be considered as a guideline with acceptable minimums to be used for plan preparation by private engineers. Other methods of achieving the desired result can be used and are encouraged

**STREET**

|    | ITEMS  | COMPLY                      | N/A | CITY COMMENTS |
|----|--|-----------------------------|-----|---------------|
| 1. | Plan Check fee based on submitted engineer's estimate required when plans submitted. Any balance due on plan check fee will be calculated by plan checker and collected prior to final plan approval.  | <input type="checkbox"/> OK |     |               |
| 2. | Plans to be approved by engineer. Their name, address, phone number and registration number to appear. The plans shall also bear the seal or stamp of the engineer. Does the engineer have a current City business license?  | <input type="checkbox"/> OK |     |               |
| 3. | North arrow and vicinity map are shown. North is pointed to top of page.   | <input type="checkbox"/> OK |     |               |
| 4. | Names of streets checked against the final map. Street name sign schedule and construction notes.  | <input type="checkbox"/> OK |     |               |
| 5. | Check project file for Planning commission or City Council Requirements/Conditions of Approval.  | <input type="checkbox"/> OK |     |               |
| 6. | Scale. Show both horizontal and vertical scales.   | <input type="checkbox"/> OK |     |               |
| 7. | Show bearings on all streets shown. Radial bearings on centerline of all catch basins, etc., in a curve.   | <input type="checkbox"/> OK |     |               |
| 8. | Stationing to conform to established stationing on approved City plans. Stationing to be left to right. On new streets, use 0+00 or 10+00 at intersections and increase stationing from that point, left to right. No negative stationing. If you have any questions or problems regarding stationing, contact Public Works. | <input type="checkbox"/> OK |     |               |
| 9. | Check stationing and elevations on consecutive sheets. If more than one sheet, show match lines at identical points on consecutive sheets. Give  | <input type="checkbox"/> OK |     |               |

|     |   |                             |                              |  |
|-----|---|-----------------------------|------------------------------|--|
|     | references to other sheets.   |                             |                              |  |
| 10. | Show stationing of all BCRs and ECRs, B.C.s and E.C.s of all curves.  | <input type="checkbox"/> OK |                              |  |
| 11. | Show stations at beginning and end of improvements and at center of catch basins, etc.  | <input type="checkbox"/> OK |                              |  |
| 12. | Show Centerline curve data, and also short and long side for curbed sections.   | <input type="checkbox"/> OK |                              |  |
| 13. | Minimum 100' centerline radius on residential streets unless prior approval from Public Works is obtained.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 14. | Show curb return data (delta, tangent, radius and length).  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 15. | Show right-of-way and improvement widths (parcel to be improved, adjoining parcels and parcels across the street.)  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 16. | Show lot lines and lot numbers same as on record map.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 17. | Show existing improvements with dashed lines, along with dimensions and plan references. Show existing adjacent driveways and topo in and adjacent to area of proposed construction.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 18. | Show existing pipelines, irrigation lines, structures, power poles, trees, water/sewer laterals, etc., in right-of-way and include note as to their disposition if encroaching. Label with size, etc., and distance from centerline. Show existing underground structures that may conflict with, or enter into, the design of proposed improvements. Private engineer to have owner or department controlling utility sign plans after second check if utility is affected in any way. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 19. | Show improvements to be constructed with solid lines. Note connections to existing improvements.  | <input type="checkbox"/> OK |                              |  |
| 20. | Show details, dimensions, etc., of all improvements if not City standard. For all standard improvements, show standard drawing number. Check standard drawings for those dimensions to be shown on the plans.   | <input type="checkbox"/> OK |                              |  |
| 21. | If both 6" and 8" curb and gutter is being used, show limits on plan for each type and transition. 8" curb face to be used only if necessary for drainage. Use 8" curb face for medians. Curb only may be used for medians if drainage is away from median.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 22. | Check general and construction notes against "Sample General Notes." Show construction notes wherever necessary to clarify construction details.  | <input type="checkbox"/> OK |                              |  |

|     |  |                             |                              |  |
|-----|--|-----------------------------|------------------------------|--|
| 23. | Show length and location of transitions or super elevations, if used; also of transitional paves sections for drainage.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 24. | Show limits of new paving, old paving, overlay and removal. Use appropriate shading to delineate areas. On match-up paving situations where no new streets are being created, and on unpaved existing streets, an R-Value test or information from the Engineering Division to determine the paving section is required prior to the plans being approved.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 25. | Curb-type sidewalk standard. If property line sidewalk is existing within block, continue property line sidewalk to street intersection and transition through return to curb-type sidewalk. Minimum 4' clearance required around any obstacle (tree wells, power poles, fire hydrants, etc.).   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 26. | Show detail of cross gutter if not standard. Cross gutter and aprons to show direction of flow by arrows. Show flowline elevations along flowline of cross gutter.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 27. | Show T.C. and Flowline elevations on all BCRs and ECRs.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 28. | If cross gutter has upstream drainage area greater than 1,000 feet in length, then 10' cross gutter required. Otherwise, 6' width. Show width on plans.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 29. | No mid-block cross gutters. Cross gutters across major streets need prior approval from Public Works.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 30. | Show typical sections for all streets. Show existing, proposed and ultimate conditions. Show right and left sides of section as they would appear looking upstation on the street, even if only one side of the street is being improved. Identify property lines. Give level line offsets from centerline to T.C. Show range of slopes on existing and match-up paving. If difference in elevation between top of curb and existing ground at property line exceeds one foot, indicate what slopes are to be constructed outside the right -of-way, 1.5:1 cut, 2:1 fill, maximum. Maximum 2:1 slope within street right-of-way. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 31. | Cross slopes to be in the range of 1-2% for driving lanes and 3-4% for shoulders. 2% driving lane and 6% shoulder absolute maximums. Cross slopes to be computed from lip of gutter.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 32. | Show traffic index (T.I.) under typical sections. Residential T.I. = 5.0; Secondary T.I. = 7.0; Major T.I. – check with Public Works Department.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 33. | Incoming flare at 2:1, outgoing flare at 5:1, each from the curb face. F-1 flexible delineators, 20' on centers along outgoing taper.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |

|     |   |                             |                              |  |
|-----|---|-----------------------------|------------------------------|--|
| 34. | 2" x 4" redwood headers required at edges of paving that are not adjacent to gutters or existing paving, except for the 2:1 and 5:1 tapers.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 35. | On "T" intersections, ADA ramp required.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 36. | Block walls connected with backup lot treatment will be placed at the top of any slopes adjacent to the street. Backup walls to be in the City right-of-way. Maximum height of wall; 6'. All footings to be designed for 6' walls. Show height of wall on plan. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 37. | Check for existing sewer lateral and show and label any proposed or existing laterals. (Applies to projects where there are existing sewers.) Laterals to be built before paving.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 38. | Slope letter needed if cut or fill at end or side of subdivision street adjacent to subdivision boundary exceeds one foot onto private property.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 39. | Alley approaches, which drain a portion of an alley with a valley gutter, will be depressed at the rear of the approach. Show elevation on plans.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 40. | Plan checker to make a field inspection of the site of the proposed improvements, if necessary.   | <input type="checkbox"/> OK |                              |  |
| 41. | Show flow around tract on index map on title sheet, if necessary.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 42. | If flow is diverted from its existing course onto private property, a recorded drainage release letter from the affected property owner will be required.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 43. | Check to see if new street section will carry same flow s existing street section (critical where there is an existing ditch along street) without diverting flow across centerline.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 44. | 10-year storm to be carried between curbs and 100-year storm between right-of-way lines.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 45. | A recorded drainage release letter needed if streets drain onto adjacent property owner's land.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 46. | Any block walls, ditches, etc., needed along tract boundary to prevent flooding (overland from canals, etc.)? Show on plans.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 47. | Check at subdivision boundaries for any possible problems, such as blocking drainage from or discharging drainage to adjacent land or conflict with existing or proposed improvements.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 48. | Check for possible ponding on streets and cross gutters and aprons.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 49. | Connection permit needed from Los Angeles County Flood Control if connecting into any of their storm drains. City to apply with date and fee provided by private engineer.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 50. | Standard APWA151-2 under-sidewalk drains to be used for private drainage only   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |

|     |   |                             |                              |  |
|-----|---|-----------------------------|------------------------------|--|
| 51. | If proposed construction will affect adjacent driveways in any way, a written O.K. from adjacent property owner(s) is required.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 52. | When proposed street improvements involve a railroad crossing in any way, engineer to contact Public Works to discuss design or street prior to submitting plans for checking.                      | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 53. | If project conditions require fencing, construction limits of required chain link fence, etc., to be shown on plans.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 54. | On all major street intersections (2 or more major streets) 88' wide and greater, traffic signal conduit and pullboxes shall be shown on the plans even if no signals are being built at this time. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 55. | Plans shall have Dig-Alert stamp, if necessary, on each sheet so that the contractor must notify Underground Service Alert (USA) before digging or excavating.                                      | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 56. | Final Plans must be mylar.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 57. | Show datum elevation at both ends of each sheet. Show bench mark reference on each sheet.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 58. | Show profile of existing E.P. with elevations at least every 50 feet.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 59. | Grades of major and secondary streets should not exceed 6%. Residential streets should not exceed 15%.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 60. | Show elevations every 50 feet on vertical curves (or fractional part thereof).  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 61. | Check sight distance: (both horizontal and vertical)  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 62. | Design speeds:<br>25 mph – residential streets<br>35 mph – secondary streets<br>45-55 mph – major streets   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 63. | Use straight grades for cross gutters unless there are unusual circumstances.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 64. | Check through streets for driveability.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 65. | Check for car dragging going into driveway or alley.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 66. | On “grading to drain” situations, check for sufficient elevations and stations to allow grading to be done (critical where grading is to be done in flat area).                                     | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 67. | Proposed grade checked against City plans, if any.  | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |
| 68. | All plans must be complete within themselves and not contingent on future or adjacent construction.   | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |  |