



# City of Villa Park

17855 Santiago Boulevard, Villa Park, California 92861-4187  
(714) 998-1500 • Fax: (714) 998-1508

[www.villapark.org](http://www.villapark.org)

## ENGINEERING DIVISION PLAN CHECK SUBMITTAL REQUIREMENT CHECKLIST-

To ensure timely processing, applicants should check their submittal packages for completeness and compliance to the following checklist. City staff will inventory these items upon submittal and mark either N/A or T.B.D. for any items not submitted.

**A Grading Permit application package for first submittal shall consist of the following items and forms in order to be considered complete, unless otherwise specified by the City Engineer:**

- This Submittal Checklist.
- Completed and signed City Engineering Plan Check Application form.
- **Two** copies of any City Conditions of Approval for the project, if applicable.
- **Two** sets of the signed & stamped grading plans prepared in accordance with the City's standards and requirements.
- **Two** copies each of the site-specific soils & geology reports prepared by a geotechnical engineering firm including a written review of the most recent grading plan. These reports shall all be wet-signed & stamped by a Civil (or Geotechnical) Engineer and an Engineering Geologist registered in the State of California.
- **Two** copies of wet signed & stamped Hydrology and Hydraulic calculations, as determined by the City Engineer.
- **Two** sets of signed & stamped Erosion Control Plans incorporated into the grading plan sets.
- **One** copy of completed and signed WQMP Determination Form. Click the link below:  
<https://villapark.org/LinkClick.aspx?fileticket=jxqsNbV3aH0%3d&portalid=0&timestam p=1730129639305>
- **Two** copies of wet signed & stamped Water Quality Management Plans (WQMP) if determined to be 'significant development' or 'priority project' per the above WQMP Determination Form.
- **Two** physical copies, and one electronic copy of signed & stamped Water Quality Management Plan (WQMP) binder if determined to be 'significant development' or 'priority project' (see WQMP Determination Form above)
- **One** original and one copy of a Notarized letter of permission from any adjacent property owners granting permission for any grading activities or encroachments onto adjacent properties.(if applicable)
- Payment of plan check fees

### **City Engineering Division Grading Plan Check Review Times**

1st Review – Three weeks

2nd & subsequent Reviews – Two weeks