CITY OF BENICIA
PUBLIC WORKS DEPARTMENT
250 East L STREET
Benicia, CA 94510
(707) 746-4240
www.ci.benicia.ca.us

OFF-SITE (PUBLIC) IMPROVEMENT SUBMITTAL REQUIREMENTS

Applicant: _____ **File Number:** _____

Project Address: _____ **Date:** _____

In order to process and expedite your request for review of your improvement plans, please submit the applicable items listed below.

Submittal Requirements:

☐ 5 Prints of plans on 24”x 36" with 1” margin, on City’s standard title block

☐ 5 Prints of striping plans (whenever collector, secondary, or major streets are involved)

☐ 5 Prints of signal plans or signal modification plans (when required)

☐ 2 Prints of fire flow and sewer flow

☐ 2 Prints of drainage study and storm drainage calculations

☐ 2 Prints of stormwater control plan (when required)

☐ 2 Prints of all other calculations (i.e. pavement design)

☐ 2 Prints of quantity and cost estimate for public improvements

☐ 1 Prints of existing plans, or other reference material used

☐ 1 Prints of street cross sections (when widening or joining an existing street)

☐ 2 Prints of the Traffic Impact Analysis (when required)

☐ 1 Transmittal letter containing instructions and Improvement Plan Review Checklist

Notes:

1. All drawings and calculations must be signed and sealed by a registered civil engineer as required by California Business and Professional Code prior to approval.
2. If one or more of the required items are not submitted, the application will be considered incomplete and will not be processed.
3. The submittal of off-site (Public Improvement) plans for plan check also requires the submittal of all associated improvements plans including, tract/parcel map, grading, utilities, and landscaping plans (when applicable)