



City of El Centro
 Engineering Division
 1275 West Main Street
 El Centro, CA 92243
 (760) 337-5182
 (760) 337-3856 - FAX

Off-Site Improvement Plan Checklist/Application

FORM
 ED-004
 JUNE2013

CONTRACTOR OR APPLICANT SHALL SUBMIT AN **ENCROACHMENT PERMIT APPLICATION** ONCE OFF-SITE PLANS ARE APPROVED AND BEFORE COMMENCING CONSTRUCTION.

Project No. For City Use Only
 OSIP-

Project Name: _____ Date Applied: _____

Project location: _____ Resubmittal No.: _____

Project Size: _____
 (in acres)

Applicant: _____ Phone: _____

Applicant Address: _____ Fax: _____

The improvement plans shall be accompanied by the items listed below. The application will be considered incomplete if items are pending and will not be accepted at the counter.

CITY USE ONLY	
<input type="checkbox"/>	(1) Transmittal letter. If this is a re-submittal, state so and provide letter addressing previous review comments.
<input type="checkbox"/>	(2) Improvement Plans- 2 copies.
<input type="checkbox"/>	(3) Select one (circle letter):
or	a. Project is 10,000 SF to 1 acre: Erosion Control Plan is provided for City review.
	OR
<input type="checkbox"/>	b. Projects is over 1 acre: - Reference copy of Storm Water Pollution Prevention Plan (SWPPP) is provided - WDID Number is _____ or Copy of NOI to SMARTS with copy of sent payment is attached.
<input type="checkbox"/>	(4) Copy of Approved Tentative Map, Conditions of Approval and/ or Site Plan Review is attached. (if applicable)
<input type="checkbox"/>	(5) Plans shall show all existing and proposed utilities including storm, water, sewer, gas, cable, phone, fiber, power and raw water lines in the project footprint. Show elevations, flows, specifications, details and profiles as applicable to the work.
<input type="checkbox"/>	(6) Engineer's Estimate (a 3.53% plan check and inspection fee will be due prior to approval of plans)