

**SAN LUIS OBISPO COUNTY
DEPARTMENT OF PUBLIC WORKS
Development Services Division**

**Review of Public Improvement Plans
Completeness Review**

Improvement plans are subjected to a “completeness review” at the time of their 1st submittal. **Your project should not have to wait in line behind one which is not ready for our review.**

Similarly, if on a return submittal we identify a significant number of corrections from prior planchecks which are not responded to, the plans will be returned without completing the review at that time.

The completeness review will be conducted as a face-to-face “intake” appointment with one of our plancheck staff. **It is mandatory to schedule an intake appointment to bring in the 1st submittal of a set of plans.** Appointments will be scheduled on Wednesdays, for half-hour slots between 1:00 and 3:00 p.m. Please call our receptionist at 781-5252 to reserve a slot. The receptionist will ask for your name and phone number, project number and a brief description of the project.

The following items must be brought with you to the intake appointment. If not, your plans will be returned to you immediately and will not enter the stack:

- Transmittal form
- 3 sets of the plans – on the 1st submittal only, we send a set to the Department of Planning & Building for their review; on resubmittals, 2 sets will be sufficient
- Drainage calculations (or a brief narrative “report” why they are not needed – report must be signed and sealed)
- Soils report or request for waiver (for tracts only)
- Checking & Inspection Agreement
- Engineer of Work Agreement

For your convenience, blank copies of the two agreements can be found on our website: www.slocountydevserv.org. **Please note that requiring the agreements with the 1st submittal is a change from previous policy.**

During the intake appointment, you have the opportunity to summarize your project and the items which are included in the submittal package. While we do NOT evaluate the accuracy or quality of the information included in the plans, we are watching for the inclusion of certain basic elements of the design, to determine if we have enough information to perform a comprehensive and thorough plancheck. Items we look for include, but are not limited to:

- Plan and profile
- Typical sections
- Grading information, including existing and proposed contours
- Drainage basins in communities where they are typically used
- Erosion control plan
- All utilities included in the utility plan
- Calcs for retaining walls where they are proposed
- other items as determined from the project conditions of approval

We have developed a “checklist” which we use in the intake appointment. A copy of it can also be found on our website. **If certain items are not included in the submittal package, or are determined to be incomplete, the plans will be returned to you and you will need to schedule another appointment when they have been addressed.**