

San Luis Obispo County Public Works Department: Improvement Plan Checklist

Improvement Plans [Section 1.1]:	1st	2nd	3rd	4th
► Conforms with Public Improvement Standards, Section 1				
All existing and proposed physical features clearly differentiated				
All existing physical features clearly shown and labeled to retain or remove				
All proposed physical features clearly shown and labeled for construction				
All tangent and vertical curve information labeled on profiles				
Basis of Bearing provided				
Benchmark provided and ties into County approved datum				
Centerline data shown (curve data & tangent bearing and distance)				
Conforms clearly shown and detailed as necessary				
County Title Block on each sheet and accurately completed [L-1]				
Drafting media and sheet size conforms to County Standards				
Earthwork quantities shown				
Erosion control plan and standard notes provided [Appendixes A & B]				
Existing centerline profile shown				
General notes provided [Appendix A]				
No recent or proposed improvements conflict with this project				
North arrow, scale and graphic scale shown accurately on each sheet				
Official Road Names shown (includes Planning Dept approval of road names)				
Plan and Profile sheets match grading plan sheets				
Plan scale 1:20 (1:30 max), Profile scale 1:2 or 1:4 (1:6 max) [1.1.2]				
Plan Sheets				
• Title Sheet				
• Grading & Drainage Plan				
• Erosion Control Plan (construction phase & post construction permanent)				
• Road Plan and Profile				
• Traffic Control Plan				
• Composite Utility Plan (shows all required utility installation)				
• Striping, Signage and Signalization Plan				
• Wall Plan, Profile, Notes, Sections and Details				
• Details (all County and other agency standard details referenced in plans)				
Plan sheets are legible and able to microfilm				
Plans conform to County Specifications [1.1.3]				
Plans conform with project conditions of approval				
Plans conform with subdivision map act (easement, etc)				
Plans conform with tentative map				
Profile Plans show existing centerline				
Proposed improvements conform to existing improvements				
Sheets numbered and appropriately indexed				
Standard Abbreviations conform to County Standards [L-2]				
Stationing accurately shown in both plan and profile				
Stationing conforms to approved County stationing (provided by County)				
U.S.A. Note and Phone number shown on Title Sheet [8.1.1 C]				
Vicinity map adequate to identify project location with north arrow and scale				
► Other plan check comments:				

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Site Preparation and Grading [Section 2.1]:	1 st	2 nd	3 rd	4 th
▶ Conforms with Public Improvement Standards, Section 2				
Conforms to recommendations of the project Soils Report				
Cut and fills conform to CBC requirements (height, benches, setbacks, drains, etc)				
Demolition shown clearly states separate permit required (Planning Dept)				
Existing and proposed contours clearly shown				
Grading conforms with County Specifications [Section 2, Appendix O]				
Limits of disturbance accurately shown and identified				
Parking lots shall conform to LUO 22/23 standards				
Plans clearly address abandonment of wells, septic systems, etc				
Retaining wall details shown (typical sections, drainage, etc)				
Retaining wall plan and profile provided				
Retaining wall structural calculations provided (sign, seal, date)				
Slope easements shown on map (or recorded prior to plan approval)				
Tree removal clearly shown and identified on plans [Appendix G]				
Tree removal conforms to project environmental determination				
Tree trimming conforms to project COA and County Standards [M-5 series]				
▶ Other plan check comments:				

Roadways [Section 3.1]:	1 st	2 nd	3 rd	4 th
▶ Conforms with Public Improvement Standards, Section 3				
Barricades conform to County Standards [M-2 series]				
Bike lanes (Class II) shall be identified (5' w/ curb, 4' w/ EP) [Co Bikeways Plan]				
Bike ways (Class III) shall be identified (12' min pave lane) [Co Bikeways Plan]				
Bus Turnout conforms to County Standards [A-6c]				
Cul-de-Sac conforms to County Standards [A-6 & A-6a]				
Curve radii conforms to County Standards [A-1, A-2 & A-3]				
Disjointed effect meets AASHTO minimum guidelines				
Horizontal curves meet County Standards [A-5]				
Intersection grades meet County Standards [3.1.2 D]				
Intersections meet at near 90 degrees				
Knuckle conforms to County Standards, allowed in urban areas only [A-6b]				
Longitudinal grades conform to County Standards [3.1.2 A]				
Road widths and transitions clearly shown (or detailed)				
Road section conforms to County Public Improvement Standards [A-1 to A-3 series]				
Road section conforms to project Conditions of Approval				
Road Section shows required structural section calculation note and T.I. <i>"The structural section shall be determined at the time of construction and based on the subgrade R-Value and a Traffic Index of = _____. Prior to construction the structural section calculations shall be submitted to the Department for review and approval. In no case shall the zone of compaction be less than 24-inches."</i>				
Road widening conform to County Standards [R-series]				
Road widening cross sections provided (spacing: 50' min/25' min for long ≤0.5%)				
Road widening cross slopes between 1% min to 5% max				
Roadway prism cut/fill limits shown				
Right-of-Way contains all elements of the roadway prism				
Sawcut limits shown on plans				
Street monuments (existing) tie out or replaced				
Street monuments wells shown and conform to County Standards [M-1 series]				
Super-elevation diagram shown [A-4b & HDM 202.5]				

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Roadways [Section 3.1] (continued):	1 st	2 nd	3 rd	4 th
Tangent lengths conform to County Standards (50' min betw vertical curves [A-4b])				
Tapers- Intersection tapers conform to 3.1.2 L				
Tapers- Mid block road tapers conform to 3.1.2 K				
Trench repair conforms to County Standards [R series]				
Trenching conforms to County Standards [U-4 series]				
Typical Road Section shown on each sheet				
Vertical curves meet County Standards [A-4 & A-4a]				
Vertical curves used at grade breaks >1%				
▶ Other plan check comments:				

Road Edges [Section 4.1]:	1 st	2 nd	3 rd	4 th
▶ Conforms with Public Improvement Standards, Section 4				
Angled parking conforms to County Standards [4.1.6]				
Asphalt dikes conform to County Standards [C-3 & 4.1.7 G]				
Bulb-Out conforms to County Standards [A-6d & A-6e]				
Curb Gutter and Sidewalk repair conform to County Standards [R-3 & 4.1.2 D]				
Curb Ramps accurately drawn and detailed [spot elevations, slopes, etc]				
Curb Ramps conform to County Standards [C-1, C-2, C-6 and RSP A88A]				
Curb return radii conform to County Standards [3.1.2 G]				
Curbs conform to County Standards [C-1, C-2 & C-2a]				
Cut and fill catch inside right-of-way				
Driveway profiles detailed (if required by plan checker)				
Driveway sight distance conforms to County Standards [A-5a]				
Driveways conform to County Standards [B-1 to B-3 series & 4.1.5]				
Driveways conform to multiple parking space requirements [B-1, B-2 & B-3]				
Fixed objects outside "clear zone" [4.1.7 A]				
Guardrail requirement worksheet provided				
Guardrails shown on plan and all relevant construction details provided				
Intersection (rural) sight distance meets County Standards [HDM 201.1]				
Intersection (urban) sight distance meets County Standards [A-5b]				
Mailboxes conform to County Standards [4.1.7 F]				
Multi use trails conform to County Standards [A-1a, A-2a & 4.1.3]				
Pedestrian barricades conform to County Standards [M-3 & 4.1.7 C]				
Pedestrian crossings conform to County Standards [4.1.4]				
Pedestrian easements shown on map [or recorded prior to plan approval]				
Ramps and trails cross only at intersections [4.1.3 C]				
Sidewalks conform to County Standards [C-1 & C-4]				
Sidewalks meet ADA accessibility requirements [4.1.2 A]				
Signs shown and conform to County Standards [M-4]				
▶ Other plan check comments:				

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Storm Drainage [Section 5.1]:	1st	2nd	3rd	4th
▶ Conforms with Public Improvement Standards, Section 5				
Adequate topography shown for drainage design				
Catch Basins conform to County Standards [D-2 series & 5.2.1 B]				
Cross Gutters & Spandrels conform to County Standards [D-5]				
Cross gutters shall not cross roadways with future ADT>3,000 ADT				
Downstream evaluation conforms with County Standards [5.1.2 C]				
Drainage conforms with adopted Area Drainage Studies				
Drainage easements shown on map (or recorded prior to plan approval)				
Drainage Report accurately reflect plans				
Drainage Report conforms to County Standards [Appendix H & H-series drawings]				
Drainage Report provided and adequate design approach (sign, seal, date)				
Headwall conform to County Standards [5.2.1 D]				
Hydraulic calculations acceptable				
Hydrology calculations acceptable				
Manholes conform to County Standards [D-3 series & 5.2.1 A]				
Plans identify "Point of Discharge" per CBC 1806.5.5				
Primary & secondary design storm evaluated [5.1.1 E]				
Primary design storm HGL 0.5' below inlet grate and manhole covers [5.1.2 B]				
Provision for overland escape [5.1.2 D]				
Retaining walls in basins "suitable for intended use" letter (sign, seal, date)				
Retention & Detention Basins conform to County Standards [D-1 series & 5.2.2]				
Sidewalk underdrains conform to County Standards [D-4 series]				
Storm drainage system conforms to County Standards [5.1.4]				
Storm drains conform to County Standards [5.2.4 & 5.2.5]				
▶ Other plan check comments:				

Water Supply [Section 6.1]:	1st	2nd	3rd	4th
▶ Conforms with Public Improvement Standards, Section 6				
Project connects to existing community water system <ul style="list-style-type: none"> • Water purveyor's standard details provided in plan set • Construction callouts for valves, blowoffs, airvacs, meters, thrust blocks, etc • Water purveyor's signature block on title sheet 				
<or> Project utilizes individual wells				
<or> Project utilizes private water system <ul style="list-style-type: none"> • Airvacs shown as required • Blowoffs shown as required [or fire hydrants] • Cross connections • Distribution lines • Flow requirements met • Hydrant location and spacing • Services provided to each lot • Standard details provided in plan set • Storage requirements met • Valves and thrust blocks at line intersections and bends 				
▶ Other plan check comments:				

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Wastewater Disposal [Section 7.1]:	1st	2nd	3rd	4th
▶ Conforms with Public Improvement Standards, Section 7				
Project connects to existing community sewer system				
<ul style="list-style-type: none"> • Sewer purveyor’s standard details provided in plan set • Construction callouts for all manholes, cleanouts, backflow devices, etc • Sewer purveyor’s signature block on title sheet 				
<or> Project utilizes individual septic disposal system				
<or> Project utilizes private sewer collection and treatment system				
<ul style="list-style-type: none"> • Collection lines • Cross connections • Flow requirements met • Lift stations • Manholes, cleanouts • Services provided to each lot • Standard details provided in plan set • Storage requirements met • Treatment requirements met 				
▶ Other plan check comments:				

Utilities [Section 8.1]:	1st	2nd	3rd	4th
▶ Conforms with Public Improvement Standards, Section 8				
All above ground utilities are located outside “clear zone” [4.1.7 A]				
All utilities are stubbed to serve each new or existing lot [8.1.1 E]				
Any offsite utility tie-in shown and labeled on plans				
Fire hydrant location and spacing conforms to Fire Agency standards [W-2]				
Plans show and label all utility easements & P.U.E.				
Plans show County Standard Utility Notes [8.1.1 B4]				
Trenching conforms to County Standards [U-4 series]				
Undergrounding of frontage utilities in urban areas [Title 21]				
Utility appurtenances located out of sidewalk [C-4 note 10]				
Utility company signature block on title sheet (Electric, Gas, Telephone, CATV)				
Utility location conforms to County Standards [U-1 & U-2]				
Water-Sewer separation conforms to Public Health Standards [U-3 series]				
▶ Other plan check comments:				

Traffic Control [Section 9.1]:	1st	2nd	3rd	4th
▶ Conforms with Public Improvement Standards, Section 9				
All plan sheets reviewed and approved by PW Transportation				
Permanent traffic controls conform to County Standards [9.1.2]				
Standard signal and lighting plan notes provided [9.1.2 B8]				
Standard traffic control notes provided [Appendixes A, K & L]				
Traffic Control Plan conforms to County Standards [9.1.1]				
▶ Other plan check comments:				