

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Office Use	
EDUs	
W/S/R	
CFD	YES NO
Res/OS/Com/Misc	
Plan Checker	
Completed Date	



### DOCUMENTS REQUIRED FOR PLAN CHECK

Note: EMWD will perform a completeness check of the documents identified below within the first week of submittal. If the package is found to be incomplete, your submittal will not be accepted. A submittal will **NOT** be placed in the queue for the next available plan checker until it is found to be complete.

We are providing the following (**electronic submittal required**):

**Yes N/A**

- An Approved Design Conditions (DC) Summary Spreadsheet & Exhibits  
*If approved DC is expired (older than 24 months), please follow up with DC Engineer*
- Water & Sewer Improvement Plans (Per EMWD Standards and Guidelines)
- Street Improvement Plans
- Storm Drain Plans (if not included with Street Improvement Plans)
- Grading Plans
- Approved Tentative Tract Map
- Parcel or Tract Map
- Current Conditions of Approval including documentation indicating extensions (if any), and Fire Flow Requirements  
*If the Conditions of Approval are not available, provide one set of Fire Flow Conditions from the governing Fire Prevention Agency*
- A Plan Check Deposit: Attached Amount \$ \_\_\_\_\_  
*Refer to Work Order Deposit Work Sheet (Form: DS-053) for plan check deposit amount*
- A Community Facilities District (CFD) Letter (Form: DS-008)
- A Work Order Request Form: DS-050
- Fire Plans
- Fire Pump Plans (if required for the project)
- Potable Landscape Irrigation Plans for Commercial, Industrial, High-Density, Institutional, or residential (common irrigated areas) developments

Current guidelines for preparation of sewer and water plans and standard drawings are available on our website at [www.emwd.org](http://www.emwd.org).

\_\_\_\_\_  
*Signature of Registered Civil Engineer*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Email*