



CITY OF MORGAN HILL

DEVELOPMENT SERVICES CENTER – LAND DEVELOPMENT ENGINEERING

17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236

Website Address: www.morgan-hill.ca.gov

**Submittal Requirements
for
IMPROVEMENT PLANS FOR PUBLIC AND PRIVATE IMPROVEMENTS**

PURPOSE

The review of the improvement plans for public and private improvements to verify compliance with all the conditions of approval of the Subdivision (SD) and/or Site Review/Design Review (SR) permit of the proposed project.

PRE-SUBMITTAL REQUIREMENTS

- A. Application – Engineering Review (*e-mail to Land Development Engineering contact*)
- B. Construction Cost Estimate (*e-mail to Land Development Engineering contact*)
 - Public improvements in tract estimate
 - Private improvements estimate
- C. **Engineering shall provide to the applicant by e-mail the PLAN REVIEW FEE based on Land Development Engineering Estimate for both Public and Private improvements.**
- D. DO NOT SUBMIT without PLAN REVIEW FEE
- E. Make appointment with Land Development Engineering to submit Map and Improvement Plans

SUBMITTAL REQUIREMENTS

An application shall be made by the property owner or agent thereof and must be accompanied by the following information to be accepted for processing:

- 1. **Plan Review Fee (by check payable to City of Morgan Hill)** _____
- 2. Application – Engineering Review (*provide again*)
- 3. Copy of Development Agreement, if applicable (signed by owner)
- 4. Copy of Site Review (SR) Approval – Conditions (signed by owner) (**NOTE:** Plans submitted without SR may require additional reviews and submittal based on potential changes due to SR approval.)
- 5. Geotechnical (Soils) Report signed and sealed by Registered Geotechnical Engineer to include but not limited to:
 - public street pavement design requirements addressing the needs of the project
 - percolation and infiltration test/values for proposed NPDES stormwater quality facilities
 - ground water table elevation(s)
 - site retaining wall design requirements
- 6. Drainage Calculations signed and sealed by a Registered Civil Engineer to include but not limited to:
 - Storm drain system calculations
 - Stormwater Post-Construction Development standards calculations
 - Flood control detention/retention calculations
- 7. Stormwater Pollution Prevention Plan (SWPPP), if applicable.

- Provide NPDES Construction General Permit information, when available:
 - Notice of Intent (NOI)
 - Waste Discharger Identification (WDID) Number
 - 8. Stormwater Runoff Management Plan/Report (SWRMP) - See attached template.
 - Requirements as listed on the SD and/or SR conditions of approval
 - Stormwater Control Plan Sheet
 - Summary of (item 5) and the Drainage Calculations
 - Referenced applicable improvement plans sheets
 - Stormwater Control Measure (SCM) Map
 - 9. Right-of-Way or Public Service Easement documents to be granted to the City, if applicable.
 - 10. Structural Calculations of Civil Structures, if applicable.
 - 11. Checklist for Improvement Plans (from Design Standards – Appendix B: <https://www.morgan-hill.ca.gov/641/Standard-Details>)
 - 12. Improvement Plans for public and private improvements on City title blocks.
 - **Four (4) full size sets of submittal plans**
 - Additional plan sets may be required
 - Plan set shall include the following:
 - City Title Sheet
 - Topographic Survey (of existing)
 - Grading Plan (including storm drain system)
 - Utility Plan (storm, sanitary, water, existing, etc.)
 - Plan and Profile of Streets
 - Sections of Plan and Profile
 - Sections of Site
 - Details
 - Striping and Signage Plan
 - Stormwater Control Plan (if applicable)
 - Erosion & Sediment Control Plan
 - Traffic Signal Plan (if applicable)
 - Traffic Control Plan (if applicable)
 - 13. Offsite (Public right of way only) Landscape Plans (Separate from Onsite Plans – 3 sets)
 - 14. Onsite (Private) Landscape Plans – 2 sets
 - 15. Joint Trench Plans (intent set) – 3 sets
 - 16. Construction Cost Estimate (**provide again**)
 - Public improvements in tract estimate
 - Private improvements estimate
- Digital copies (to include AutoCAD file) of ALL submittal items by download or submitted in a flash drive

FINAL SUBMITTAL REQUIREMENTS

- A. Mylar Improvement Plans – Signed and Stamped by Design Engineer of record
- B. If applicable, updated reports (Geotechnical, drainage calcs, etc.)
- C. Final, approved Stormwater Runoff Management Plan/Report (SWRMP)
- D. Supporting SWRMP documents (BMPRAM Data sheets, SCM Map, etc)
- E. Digital copies (to include AutoCAD file) ALL final submittal items (except item A) by download or submitted in a flash drive