

Appendix F

Jurupa Community Service District Plan Check Procedures

JURUPA COMMUNITY SERVICES DISTRICT PLAN CHECK PROCEDURE September, 2018

Prior to developer's engineer (engineer) commencing development design engineering, it is **required** that the Developers Engineer and the Developers Representative discuss with District Development Engineer after an Availability Letter has been issued.

1. Engineer submits plan check package to District; Engineer can submit the entire package digitally in pdf per the District's direction. District reviews the plans in-house, or District transmits to District's consulting engineer depending on project characteristics and District's workload.
2. If the District's consulting engineer conducts plan check, they make redline changes and transmits redline plans back to District. **Note: If, at 2nd plan check, the amount of redlines is excessive, the District Development Engineering Department will request the engineer to meet to discuss any problems or deficiencies. The developer will also be made aware of this meeting and is welcome to attend.**
3. District reviews and makes comments (in purple) changes and transmits purple/redlines back to engineer.
4. Engineer makes revisions and transmits back to the District along with the purple/redline copy; Item 1 above is then repeated etc. **Note: Purple/redline set must accompany revised set, or plans will be returned to engineer.**
5. Once all revisions are complete to the satisfaction of the District and Webb, a recommendation that Mylar's be printed will be submitted. This will be in the form of a written request from the District to the engineer.

At the time the District receives the plans from the engineer, if the changes have not been made, the plans are returned to the engineer with a request to complete the purple/redline changes.

If the engineer is adhering to the District's standards and specifications, as provided for within the Jurupa Community Services District Standards Manual, and the above is followed, it is expected that the number of plan checks should not exceed four.

Approximate timing for plan check turn-around between the District and Webb is conducted as follows:

- 1st Plan Check – 7 week turn-around
- 2nd Plan Check – 5 week turn-around (provided there are minimal changes, and a meeting is not necessitated as explained above.
- 3rd Plan Check – 3 week turn-around
- 4th Plan Check – 2 week turn-around

Note: Any changes to the original intent of the plans (such as adding phases to a tract) may be considered as a 'new' plan check.