



## 1<sup>st</sup> SUBMITTAL CHECKLIST

### Permit Plan Review Section

SUBMITTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

B-PERMIT NO: BR- \_\_\_\_\_

**✓ = Satisfactory, X = Not Satisfactory, N/A = Not Applicable**

Visit our website ([ladot.lacity.org](http://ladot.lacity.org)) for the latest design, drafting and submittal requirements.

- Meets Downtown Design Guideline requirements.
- Copy of mitigation requirements (specifically, the conditions of approval from the City Planning or Council and the letter from LADOT Planning)
- 1 set of prints of the striping plan and/or traffic signal plan
- Copy of preliminary street improvement plan, street lighting plan and other improvement plans which may influence design.
- Traffic Control Reports (TCR), supporting documents, easements; etc.
- Dated Field Notes of current signs, striping, markings, roadway dimensions, adjacent land uses, access ramps, driveways, and signal equipment. Details should include dimensions, type of signs, structures, etc.
- A copy of substructure map for reference if there is foundation work on traffic signal plans.

**THE GEOMETRIC STRIPING PLANS AND TRAFFIC SIGNAL PLANS MUST COMPLY WITH LADOT DRAFTING STANDARDS AND INCLUDE ALL OF THE FOLLOWING PRIOR TO ACCEPTANCE:**

- Line types, symbols, layout etc.
- Project Title shall be placed above the Title Block.
- Title Block references correctly filled out (Title, References, District)
- The North arrow must be shown on the plan(s) and the plan(s) must be drawn to the appropriate scale:
  - Geometric Striping Plans: 1"=40' Traffic Signal Plans: 1"=20' (typical)
- Right-of-way dimensions, parkway width, roadway width, existing and proposed driveway locations must be shown. For traffic signal plans, include substructure and catch basin connections.
- Completed Signal Standard Schedule, Construction Notes, Engineer's signature block including name, signature, date, registration number, address and phone number.

Plans shall be prepared under the direction of a Civil and a Traffic Engineer both registered in the State of California. THE REGISTERED TRAFFIC ENGINEER SHALL BE PRESENT AT THE 1<sup>ST</sup> SUBMITTAL MEETING. Final plans shall be stamped and signed by both engineers prior to acceptance by LADOT.

**PLAN(S):**     **ACCEPTED**  
                  **Upload this form with the**  
                  **LADOT plans to ePlanLA**

**NOT ACCEPTED**  
                  **Re-submittal meeting required**

**ACCEPTED FOR REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

