



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

### Development Plan Review Section

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

PROJECT/B-PERMIT NO: \_\_\_\_\_

Plans shall be prepared by and under the responsible charge of work of, a Civil and Traffic Engineer both registered in the State of California.

I HEREBY CERTIFY THAT ALL THE INFORMATION I HAVE PROVIDED IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I AGREE NOT TO HOLD THE DEPARTMENT OF TRANSPORTATION RESPONSIBLE OR LIABLE FOR THE INFORMATION AND DOCUMENTS I PROVIDED IN PURSUIT OF ACCEPTANCE OF THE STRIPING AND/OR TRAFFIC SIGNAL PLANS.

ENGINEER OF RECORD: \_\_\_\_\_ ENGINEER LICENSE NUMBER: C \_\_\_\_\_ and/or TR \_\_\_\_\_

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

Required for Submittal meeting:

1. Completed and signed Checklist
2. Full size pdf of LADOT Geometric striping and/or Traffic Signal plan(s)
3. All supporting documents
4. Attendance of registered Civil and/or Traffic Engineer of record

		Private Engineer		LADOT Staff	
	Item	OK	N/A	OK	Incomplete
1.	Copy of City of Los Angeles Business Tax Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Copy of B-Permit application showing the name and address of Owner/Applicant with "fees paid" shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DRAFTING STANDARDS – Visit <a href="http://ladot.lacity.org">ladot.lacity.org</a> for latest requirements</b>					
3.	Current LADOT Title Block Template from website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Drafting line types, symbols, layout, etc. per Drafting Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Project Title above Title Block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Title Block references correctly filled out (Title, References, District)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	North arrow and orientation per Drafting Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Plan drawn to appropriate scale: Geometric Plans 1"=40'; Traffic Signal Plans 1"=20'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Right-of-way dimensions, parkway width, roadway width, existing and proposed driveway locations shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Signal Plans: Substructures shown including catch basin connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Signal Plans: Completed Signal Standard Schedule, Construction Notes, Engineer's signature block (name, signature, date, registration number, address, phone number)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Plan prepared under the direction of a Civil and Traffic Engineer, both registered in the State of California.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





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Item		Private Engineer		LADOT Staff	
		OK	N/A	OK	Incomplete
<b>PLAN DESIGN</b>					
13.	Meets Downtown Design Guideline requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Plans match mitigation requirements and/or TCR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUPPORTING DOCUMENTS<sup>1</sup></b>					
15.	Copy of mitigation requirements (specifically, the conditions of approval from City Planning or Council and the letter from LADOT Planning)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Copy of preliminary street improvement plan, street lighting plan and other improvement plans which may influence design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Copy of Traffic Control Report (TCR), supporting documents, easements; etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Dated field notes of existing signs, striping, markings, roadway dimensions, adjacent land uses, access ramps, driveways, and signal equipment. Details should include dimensions, type of signs, structures, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Dated field photos of current conditions with photo key map. (google street view images are not accepted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Copy of correspondence with impacted transit operators if any existing bus stop will be affected by construction activities or proposed improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Copy of substructure map for reference if there is foundation work on traffic signals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLAN(S):

**ACCEPTED**

**For ePlanLA: Upload this form and all supporting documents with plan submittal**

**NOT ACCEPTED**

**Resubmit with changes  
No Re-submittal meeting required**

**NOT ACCEPTED**

**Major Comments  
Re-submittal meeting required**

ACCEPTED FOR REVIEW BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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

<sup>1</sup> For ePlanLA: Upload this form and all supporting documents with plan submittal

