CITY OF LONG BEACH

Department of Public Works
Project Management Bureau
411 West Ocean Blvd., 5th Floor
(562) 570 - 6383

Public Works Private Development Plan Review Checklists

To be completed by applicant:

Project Address: _____

Prepared By (Engineer): _____

City Use:	
Off-Site C#:	

Applicant to provide one of the following into the "Status" box for each item:

Y = Complied; **N** = See Comments; **NA** = Not Applicable or **TBD** = To Be Determined with instructions or comments.

Note: Applicant to provide a response for all N, NA, or TBD answers

Section A: On-Site Grading Plans (Processed through Community Development Department)

	Item	Status	*City Use*	
			Check	Comments
1.	The following note shall be added the title sheet: **PUBLIC WORKS GENERAL NOTES**: SEE PUBLIC WORKS DRAWING NO. C-XXXX (*TITLE OF OFF-SITE PLANS*) FOR PROPOSED PUBLIC RIGHT-OF-WAY IMPROVEMENTS CONDITIONED UPON THIS PRIVATE DEVELOPMENT BY THE CITY OF LONG BEACH.			
2.	Signed Notice of Final Action (NOFA) and Conditions of Approval (COA) are included in plan set and in the sheet index. Plans have been reviewed for compliance.			
3.	If the project is larger than one acre, a SWPPP will be required for the project and will need to be uploaded to the Water Boards and a WDID number will be assigned. The WDID number shall be provided on the title sheet.			
4.	All easements (existing and proposed) are shown on plan.			
5.	Ground elevation contours (existing and proposed) are shown on plan. Do not show only elevation points.			
6.	Property lines (separating private properties) shall be thick solid linetype, labeled as PL with leader arrow.			
7.	R/W lines shall be thick Phantom 2 linetype and labeled as simply "R/W" with a leader arrow if there are no other jurisdictions involved (such as Caltrans, neighboring city, etc.). If other jurisdictions are involved, label each R/W as (COLB R/W, Caltrans R/W etc.). If there are dedications, the proposed and existing R/W shall be labeled as follows: "Exist. E'LY R/W" and "Prop. E'LY R/W" with the following label for the dedication "Prop. X' Ded. to COLB". Label non-impacted R/W lines as "R/W".			
8.	All plans contain a north arrow and scale.			
9.	Provide cross sections showing interface between off-site and on-site construction.			
10.	No grading is permitted on adjacent properties without adjacent owner's written permission.			
11.	Existing drainage patterns shall be maintained to the maximum possible extent. No increase in flow to the public R/W is permitted.			
12.	Show all drainage patterns. Show size and type of all drain facilities.			
13.	Pressurized storm drains are not permitted in the public R/W. On site drainage must flow off site by gravity.			
14.	Direct connection to the City of Long Beach storm drain or back of city catch basin are not permitted. Stormwater should be discharged to curb face through a parkway/curb drain. Applicant to reference the Greenbook Standards for curb/parkway drains.			
15.	No cross-lot drainage is caused or obstructed.			
16.	Roof drain downspout locations are shown on plan. No concentrated dry-weather drainage or concentrated flow from roof drains is permitted across public sidewalks.			
17.	Show on plans the 10 and 25-year storm frequency flow values at each discharge location into the R/W.			
18.	Only on-site work shall be shown on the on-site plans. Show proposed off-site improvement linework but do not show any specific off-site construction notes or callouts. Add the following note over the off-site area: "OFF-SITE IMPROVEMENTS PER SEPARATE PLAN AND PERMIT".			
19.	Building pad locations and elevations are shown on plan.			
20.	Provide approved LBWD plans for all domestic/recycled water and sewer connections.			
21.	All encroachments into the R/W (if applicable) shall be clearly shown on plans with fully dimensioned sections to verify compliance with LBMC Section 14.48 & 21.44.160			
22.	If on-site lighting is required to illuminate a public street or alley, a lighting study is to be prepared in accordance with the requirements of the latest edition of the Illuminating Engineering Society of North America (IESNA). Provide the Average Maintained Illuminance (Eavg) in Lux on plans and Uniformity Ratio.			
23.	All shoring (if applicable) is in conformance with Section 14.08.170 of the LBMC. No person shall install conduit, duct, shoring structure, or tunnel within 3' below established grade of any R/W. Plans must show the removal of tiebacks above 8' and that tiebacks are de-coupled and de-tensioned.			

Comments for N, N/A, TBD Responses (add supplemental pages as required):

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Section B: Off-Site Improvement Plans (Processed through Public Works Department)

Item	Status	*City Use*	
		Check	Comments
General Drawing Requirements			
1. The plan title shall be as follows and shall only be shown on the title block of the first sheet: *DEVELOPMENT TITLE* (if applicable) - OFF-SITE IMPROVEMENT PLANS – *ADDRESS* (Street #/name only - no city, state, zip)			
2. Off-site plans shall use the provided COLB Public Works CAD title block (24" x 36")			
3. A Sheet Index shall be provided on the Title Sheet. Continuous sheet numbering is required between disciplines (off-site plans only). The titles in the index shall exactly match the drawing title.			
4. Signed Notice of Final Action (NOFA) and Conditions of Approval (COA) are included in plan set and in the sheet index. Plans have been reviewed for compliance.			
5. Off-site **Landscaping & Irrigation Plans** shall be integrated as part of the off-site improvement plan and not submitted separately. Sheet numbering shall be continuous between all disciplines.			
6. *PUBLIC WORKS OFF-SITE IMPROVEMENT AND STORM DRAIN GENERAL NOTES* and *PUBLIC WORKS SURVEY GENERAL NOTES* (provided by COLB) shall be included on title sheet.			
7. Public Works Drawing Number (C-#) are noted on all sheets in the bottom right hand corner. C-# is provided by COLB after first plan review.			
8. Title sheet contains vicinity map, local vicinity map and key map as provided in the CAD title block.			
9. All abbreviations & symbols shall be defined and shown on the title sheet.			
10. Separate plan sheets shall be provided for Demolition Plans and Construction Plans. Do not show demo/construction on the same plan sheets.			
11. Provide all demolition and construction notes on the title sheet with tabulated quantities. Demo/Const Plan sheets should only include applicable notes that are being used on that sheet.			
12. Proposed work has been reviewed against the COLB street moratorium maps.			
13. Benchmark reference shall match the City's Benchmark Book verbatim and shall be in the exact format as shown in the provided CAD title block.			
14. The material of each element is specifically referenced (ex PCC Curb, CMU Wall, etc.).			
15. All active and abandoned underground utilities are shown on plan.			
16. All proposed utility connections and associated repaving limits are shown on plan.			
17. All keynotes listed must be used on plan. Remove keynotes that are not used on each sheet.			
18. All easements (existing and proposed) are shown on plan.			
19. Ground elevation contours (existing and proposed) are shown on plan. Do not show only elevation points.			
20. Property lines (separating private properties) shall be thick solid linetype, labeled as PL with leader arrow.			
21. R/W lines shall be thick Phantom 2 linetype and labeled as simply "R/W" with a leader arrow if there are no other jurisdictions involved (such as Caltrans, neighboring city, etc.). If other jurisdictions are involved, label each R/W as (COLB R/W, Caltrans R/W etc.). If there are dedications, the proposed and existing R/W shall be labeled as follows: "Exist. E'LY R/W" and "Prop. E'LY R/W" with the following label for the dedication "Prop. X' Ded. to COLB". Label non-impacted R/W lines as "R/W".			
22. All plans contain a north arrow and scale.			
23. Provide typical cross sections showing interface between off-site and on-site construction.			
24. No work on private property shall be included in the off-site plans.			

Section B: Off-Site Improvement Plans (Processed through Public Works Department)			
Item	**Status**	***City Use***	
		Check	**Comments**
25. Only off-site work shall be shown on the off-site plans. Show any associated on-site improvement linework but do not show any specific on-site construction notes or callouts. Add the following note over the on-site area: "ON-SITE IMPROVEMENTS PER SEPARATE PLAN AND PERMIT".			
26. All work to be per COLB PW Standard Plans or the newest edition of the Standard Plans for Public Work Construction (SPPWC).			
27. All streets/alleys are properly labeled, including directional designation (N./S./E./W.) as appropriate. Label no-name alleys as just ALLEY. All street/alley centerlines are labeled as C/L with leader arrow.			
28. All improvements are shown on plan and have been coordinated between disciplines.			
Demo/Grading/Storm Drain Plan Requirements			
29. Provide stations on all street/alley centerlines at 100-foot intervals and at street intersections.			
30. Plans have been reviewed for ADA compliance. Dedications shall be provided as required to ensure that there is a full ADA compliant path of travel (including curb ramps) within the R/W.			
31. All PCC concrete shall be replaced in full panels, joint to joint. No trenching of concrete is permitted.			
32. Alleys shall be constructed with PCC (not asphalt). Alley intersection slopes shall not exceed 14.3%.			
33. All driveways shall be per COLB Std Plan No. 105. Maximum driveway width is 24'. Driveways exceeding 24' (up to 28') shall require approval from the City Traffic Engineer.			
34. Grade points and slopes are provided on plan at all grade breaks and changes in geometry. Include top of curb, flow line grades, edge of pavement, back of sidewalk, etc.at minimum 50' intervals .			
35. Profiles and cross sections shall be provided for any replacement or construction of curb/curb and gutter that exceeds 50'. Profiles shall include existing and proposed TC/FL elevations, CL elevations, and slopes provided between each grade break. Show stations at bottom of profile and elevation at ends of profile			
36. Elevations are provided at beginning and end of all curb returns, vertical and horizontal curves, transition sections, and grade breaks.			
37. Curb return data is shown on plan: include length, 1/4 delta point locations and elevation.			
38. Curb and gutter size are shown on plan, minimum gutter grade is 0.25%.			
39. All elements shall be fully defined/ dimensioned on plan, including horizontal control and vertical curve data.			
40. Existing drainage patterns shall be maintained to the maximum possible extent. No increase in flow to the public R/W is permitted.			
41. Show all drainage patterns. Show size and type of all drain facilities.			
42. Pressurized storm drain lines are not permitted within public R/W. All on site drainage must flow off site by gravity.			
43. All City storm drains pipes shall be reinforced concrete pipe. Mains shall have a minimum size of 24" and laterals shall have a minimum size of 18" with a minimum strength of D-1750. Minimum pipe curve radius shall be 22.5 ft. Curves are not permitted for pipe sizes less than 36".			
44. Manholes are required at beginning or end of all curves, at all changes of pipe size, at all changes of direction, and at the intersection of all lines.			
45. Direct connection to the City of Long Beach storm drain or back of COLB catch basin are not permitted. Stormwater should be discharged to curb face through a parkway/curb drain. Applicant to reference the Greenbook Standards for curb/parkway drains.			
46. No concentrated dry-weather drainage or concentrated flow from roof drains is permitted across public sidewalks.			
47. Show on plans the 10 and 25-year storm frequency flow values at all discharge locations into the R/W.			
48. Provide a copy of approved plans from the Long Beach Water Department for any proposed domestic water, sewer or firewater utilities within the public right-of-way. A public works excavation permit will be needed to be pulled by the private contractor for the undergrounding of these utilities.			
Landscaping/Irrigation Plans (As Required)			
49. Street Trees and Parkway Landscaping are in accordance with the standards and requirements of Section 21.42.050 and Section 14.28.020 of the LBMC. All proposed street trees shall have root barriers.			
50. COLB PW Standard Plans (Section 500) are used for landscaping details in the public right-of-way.			
51. All backflow prevention devices and similar above grade water structures shall be located on private property.			
52. Any street tree removal shall be reviewed by the City Arborist and shall follow the tree removal procedure as outlined in the Public Works Tree Maintenance Policy.			
Traffic Sheets (Striping, Traffic Signals….etc)			
53. Traffic signal detectors: locations to be shown.			
54. Show applicable curb markings (red, yellow, green curbs).			

Section B: Off-Site Improvement Plans (Processed through Public Works Department)			
Item	**Status**	***City Use***	
		Check	**Comments**
Street Lighting Plans (As Required)			
55. Full street and sidewalk dimensions are shown on plan.			
56. Plans show building improvements (proposed and existing), indicating property lines and driveways.			
57. Supplemental street lighting level calculations for proposed new street lighting system are provided.			
58. Proposed new streetlights, pullboxes, feedpoint, conduit and wiring layout are shown on plan.			
59. Show average maintained illuminance values on plans.			
60. Existing streetlights, pullboxes and feedpoint within or at adjacent blocks, if any are shown on plan.			
61. Existing underground utilities (sewer, water, telephone, etc.) along the street/ sidewalk at the improvement site are shown on plan.			
62. Details for street light standard and luminaire, pullbox, feedpoint, lighting control diagram and service control cabs are provided.			
63. Provide general notes for multiple or series lighting system.			
64. COLB PW Standard Plans (Section 700) are used for street lighting details in the public right-of-way.			

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