



CITY of CALABASAS

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PROJECT INITIAL SUBMITTAL CHECKLIST
FORM B

The following establishes the minimum submittal requirements for each phase of the development process prior to the issuance of building permits. Refer to the attached Process Flow Chart and Submittal Procedures for additional information.

All Plan Check Review turnaround times are up to FOUR (4) weeks.

SOILS REVIEWS: (SOILS REVIEW MUST BE SUBMITTED CONCURRENT TO GRADING PLAN SUBMITTAL)

- Grading Permit Application
- 3 sets of Geologic and Soils Reports.
- 1 copy of referenced reports
- Execute “**Reimbursement Agreement for Recoverable Costs Associated with Obtaining Permits and Entitlements**”. Obtain \$3000 Fee Deposit for Soils Review

GRADING REVIEWS: (SOILS REVIEW MUST BE SUBMITTED CONCURRENT TO GRADING PLAN SUBMITTAL)

- Grading Permit Application
- 3 sets of Grading Plans
- 3 sets of the Project Drainage Report, with Hydrology and/or Hydraulics Calculations (Always required for commercial / industrial and large tract / condos)
- Copy of Approved Project Site Plan
- Copy of Approved Project “**Conditions of Approval**”
- Copy of the Preliminary Title Report for the subject property / parcel(s).
- Check Approved Project Site Plan / Preliminary Grading Plan to determine if retaining walls are required (These should be submitted at the same time as the Grading Plan)
- Grading and Drainage Improvement Cost Estimate
- Execute “**Reimbursement Agreement for Recoverable Costs Associated with Obtaining Permits and Entitlements**”. Obtain \$3000 Fee Deposit for Grading Review

RETAINING WALLS: (OUTSIDE OF POOL FOOTPRINT / UNCONVENTIONAL / ANY RETAINING WALL OVER 4FT.)

(REVIEW OF ALL RETAINING WALLS SHALL BE MAINTAINED THROUGH BUILDING AND SAFETY AND ARE ISSUED UNDER A SEPARATE PERMIT)

- 2 sets Retaining Wall Plans, and details. This should include a Site Plan to verify any guardrail or fence conditions
- 1 set Grading Plan to verify elevations and surcharge and slope set-back conditions
- 1 Soils Report to justify design parameters and recommendations

BUILDING PLANS:

- See Building and Safety

POOLS AND SPAS:

- See Building and Safety “**Procedural Handout Regarding Issuance of Pool and Spa Permits**”

ENVIRONMENTAL REVIEW:

- Contact Alex Farassati in the Environmental Service Division at (818) 224-1600 for more information.
- 1 set of SWPPP (Storm Water Pollution Prevention Plan) or SWPCP (Storm Water Pollution Control Plan with Erosion Control / Dust Control Plans