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**PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION**

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**DEVELOPMENT ENGINEERING  
DESIGN BULLETIN**

**CATEGORY: 3 Improvement Plans, General**  
**TITLE: 3.1.1 Improvement Plan Review Guidelines**

**DATE: June 1, 2008**

THE DEVELOPMENT ENGINEERING SECTION HAS ESTABLISHED A SET OF GUIDELINES FOR USE WHEN REVIEWING IMPROVEMENT PLANS. FOLLOWING THE GUIDELINES ALLOWS CITY REVIEWERS TO FOCUS ON WHAT IS IMPORTANT TO THE CITY AND LEAVE MINOR DETAILS TO THE RESPONSIBLE ENGINEER. THE EIGHT POINTS OF THE GUIDELINES ARE:

1. Improvement plans must comply with all applicable conditions of approval.
2. The plans must be legible, accurate, and, organized.
3. The work depicted must be realistically buildable within the constraints of the project and must take into account the adjacent existing conditions (i.e. drainage, grading, improvements, ...).
4. Plans must provide enough information for construction inspectors to perform their tasks.
5. At completion of the project, the improvements must be maintainable without excessive effort or expense.
6. In the event the City is compelled to make use of bonds for the project, plans must provide enough information to allow the City to complete the improvements.
7. Plans must provide enough information to serve as useful “As-built” drawings.
8. Plans shall be in conformance with all applicable City design criteria and improvement standards.

**The City may directly return improvement plans that do not adhere to the eight points above.**