



# City of Encinitas

## Final Engineering Procedures

- 1. Applicant completes application, pays fees, and uploads submittals on EPL.**

Submittals' file names shall contain the Project Name, File Categories per PLN-206, and Version Number. For example, the third submittal of the Smith's landscape plans shall be named: Smith Residence\_Plans-Landscape\_V3.pdf.
- 2. City Staff prepares covenants.**
- 3. City Staff checks submittals per CoE Engineering Design Manual within 60 days.**
  - a. ROW dedications per Public Road Standards
  - b. Public improvements per Public Road Standards
  - c. Project Specific Issues
- 4. City Staff comments in Bluebeam session.**
- 5. City Staff uploads plancheck comment letter to EPL.**
- 6. City Staff sends comment letter to Owner and Applicant.**
- 7. City Staff updates EPL Review Workflow to "Pass" or "Fail"**
- 8. Bluebeam Session closes after all Departments complete their reviews.**
- 9. Applicant resubmits required revised submittals.**
- 10. Steps 3 through 9 repeat until all submittals are approved by all Departments.**
- 11. City Staff issues Bond & Fee Letter after the cost estimate is approved.**
- 12. Applicant posts required security.**
- 13. Applicant pays required inspection fees.**
- 14. Documents are recorded. Refer to "CoE Easement Vacation Procedures".**
- 15. City Staff adds initials of reviewer to plans and routes plans for signatures.**
- 16. Grading Permit Issued and City inspector is assigned.**