

⇒ Reference “Water Engineering Plan Check Public Works Counter Submittal” Checklist

**City of Pomona – Public Works Typical Public Water Engineering Plan Process\***

\*Note: All projects are not typical, and may include additional requirements.

**NOTES:**

- **Los Angeles County Fire Department (LACoFD)** must receive public water engineering plan by separate submittal by Developer/Owner/Engineer
- **Fire flow tests** = \$100, per each hydrant test.
- **Site Plan** approved prior to final water engineering plan, must contain the statement :  
“**Water Improvement Plans will be submitted for separate review and approval by the Public Works Department.**”
- **All submittals must be complete per “Procedure for Water Development Plan Submittal” information packet, to be accepted for review.**

- **Submit three (3) sets of Water Improvement Plans, at “Public Works” counter in City of Pomona City Hall building. (DO NOT MAIL)⇒**
- Pay minimum plan check deposit of \$1,500.00
- **Provide Project Information:** Developer, Owner, Engineer, Contractor, Parcel, Address – fill out “Project Information” form

- Plan check is **25 working days per first submittal**
- **Plan check includes:**
  - Plan review, comments from Water Engineering and Utility Services Department (USD)
  - Identify need for easement and show as proposed on plan
  - Fee assessment, not to be finalized until final plan submittal
  - Other development impact and other specific water related issues
- **Engineer to pick up comments at Public Works Counter**

**Public Water Engineering Plans to be submitted separately to LACoFD. Contact Leinberg Wilson of LACoFD at (909) 620-2402 for requirements. \***

To City      To LACoFD

**Items Needed Previous to Final Mylar Approval**

- ✓ All water engineering plan comments addressed.
- ✓ All water connection, applicable water bonds, easement, construction, inspection, and any additional fees must be paid.
- ✓ All easement documents or maps (tract/parcel) showing easements submitted.
- ✓ LACoFD sign off on bond copy of final mylar (Leinberg Wilson) \*
- ✓ Related Information/Requirements Satisfied

**Construction permit issued only after:**

- All fees and bond are paid
- Class A or C-34 licensed contractor with City of Pomona business license identified
- Contractor must have \$1 Million liability insurance with City of Pomona named as additionally insured.

**All Comments Addressed?**

**No**      **Yes.** Proceed to “Items Needed Previous to Final Mylar Approval”

- Resubmit two (2) sets to City for review
- Plan check is **15 working days per submittal**
- City will notify Engineer when plans may proceed to final mylar status

**Final Mylar Signature**

**Items Done?**

**Items Not Done?**

- ✓ Allow for 5 business days to obtain all signatures.
- ✓ City will notify Engineer when final mylar is completely signed. City will generate construction permit.
- ✓ City will provide copies of plan to Engineer, Developer, and City Inspector.
- ✓ Copy of plan and construction permit provided by City to contractor.

Contact **Nichole Horton, (909) 620-2238** to inquire regarding items needed for final approval.

Address/provide needed items as specified by City staff, and continue to fulfill all items needed prior to final mylar approval.

**Final Construction and Public Works Inspector**

- Contractor to contact Public Works Inspector, as specified on construction permit to set up pre-construction meeting.
- Construction permit will be signed as complete by Public Works Inspector, when proposed improvements are complete per all applicable City standards.
- As-Built Drawings necessary as revised by private Engineer and concurred by City of Pomona Public Works Inspector.

**As-Built Procedure**

**Public Works Project Inspector**

**Bond and Water Deposit Release**

- Contractor generates as-built comments/redlines for Inspector’s approval
- Engineer to “check out” approved City of Pomona final mylar. Engineer to make hand inked corrections to final mylar.
- Engineer addresses all as-built comments on the mylar, then resubmits mylar to the City.
- Digital copy of as-builts to be submitted from engineer to City of Pomona in addition to as-built mylar.

- 75% performance bond release only after as-built mylar is signed by City.
- Final 25% performance bond release after water improvements have been in place for 1-year without any issues.
- City assess balance of existing water deposit fees for project after total release of bond, and releases unused portion of deposit.

**City of Pomona – Public Works  
Environmental Engineering Typical Development Process\***

*\*Note: All projects are not typical, and may include additional requirements.*

**Environmental Engineering Plans/Documents Review**

- Submit one (1) set of Environmental Engineering Plans/Documents (SWPPP, SUSMP, Hydrology/Hydraulic Calcs, etc.) **at the “Building & Safety Division” counter in City of Pomona City Hall building (DO NOT MAIL).**
- Pay plan check deposit of \$750.80
- Provide Project Information: Owner, Developer, Engineer, Environmental Consultant, Contractor, Parcel, Address
- Plan check includes:
  - Plan review, comments from Environmental Engineering Section
  - Other development specific environmental related issues as may be deemed necessary
- Plan check is 25 working days
- Release comments to Engineer or Environmental Consultant **for pick up at the Public Works counter**

**Items for Environmental Clearance**

- All comments must be fully addressed
  - Exception: Recorded Maintenance Covenant or CC&Rs which will be required prior to Certificate of Occupancy sign-off
- Once all comments/corrections have been fully addressed, a “Letter of Environmental Clearance” will be issued by the Environmental Engineering Section. This letter must be issued prior to pulling a grading permit.
- Must pay environmental inspection fee of \$525.00 when project is approved by Environmental Engineering and Grading Plan Checker; fee will be paid at the time a grading permit is pulled.

**All Comments Addressed and Submitted for Final Plan Check?**

**Yes.** Proceed to “Items for Environmental Clearance”

**No**

**Need Resource Information to Address all Comments/Corrections?**

- Resubmit one (1) corrected set with redline plan check comments to Environmental Engineering Section for review
- Plan check is 15 working days
- If all comments still not fully addressed, resubmit one (1) set until environmental clearance is attained

- City of Pomona website—Public Works Department, Engineering Section
  - [http://www.ci.pomona.ca.us/city\\_departments/public\\_works/](http://www.ci.pomona.ca.us/city_departments/public_works/)
- LA County website—Department of Public Works, Environmental Programs Section
  - [http://www.ladpw.org/wmd/NPDES/SUSMP\\_MANUAL.pdf](http://www.ladpw.org/wmd/NPDES/SUSMP_MANUAL.pdf)
- California Stormwater Quality Association website
  - <http://www.cabmphandbooks.com/>
- State Water Resources Control Board—Los Angeles Region website
  - <http://www.swrcb.ca.gov/stormwtr/index.html>

**Public Works Interim Environmental Program Contract Coordinator  
Office: (909) 620-3717 Fax: (909) 802-7601  
Alternate: (909) 980-4000  
Public Works Counter Hours: Monday and Wednesday 8 a.m. - 11 a.m.**

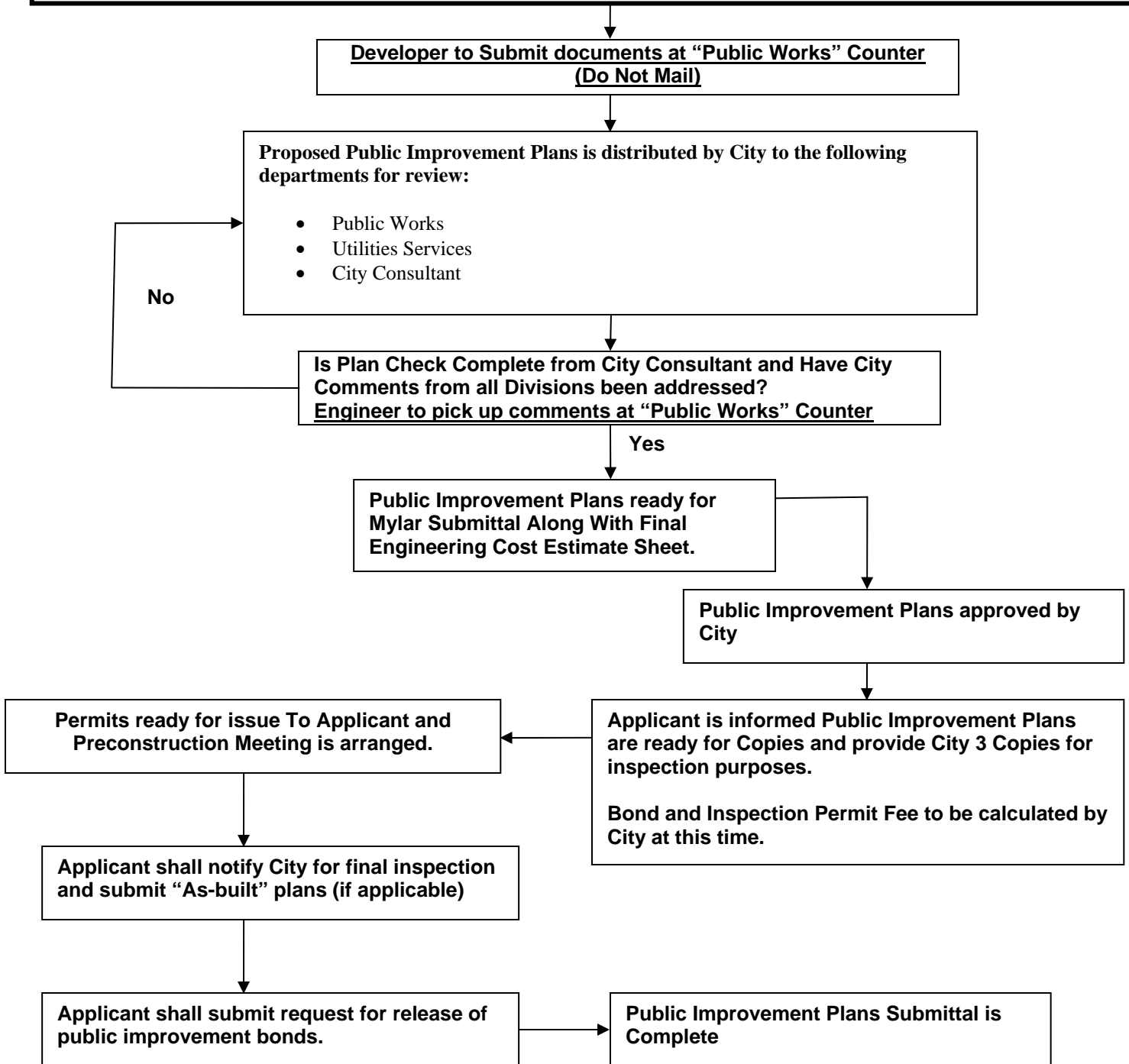
# City of Pomona – Public Works

## Public Improvements Plans (Street, Sewer, Storm Drain, Striping, Street Light and Signal) Processing Procedure\*

\*Note: Projects may include additional requirements.

- Six (6) copies of Public Sewer, Street, Storm Drain, Striping, Street Light or Signal Improvements Plan.
  - Two (2) Copies of Cost Estimate Sheets.
  - Parcel/Tract Map Number.
  - Certificate of Liability Insurance with the City of Pomona listed as additional insured (If available- it is NOT required until submittal is made for a construction permit.
  - Submittal Information Sheet Completely Filled Out.
- **Initial Plan Check Fee: 3% total Cost Estimate (minimum \$250.00) at the time of Submittal.**

**Note:** An additional \$75.00 per submittal will be charged after the fourth plan check.  
Plan Check is 25 working days per first submittal, 15 working days per additional submittals.



# City of Pomona – Public Works

## Parcel/Tract Map Processing Procedure\*

\*Note: Projects may include additional requirements.

- Two (2) copies of the conditions of approval by the Planning Commission.
  - Seven (7) Copies of the Parcel/Tract Map.
  - Two (2) copies of traverse closures.
  - Two (2) copies of Preliminary Subdivision Report.
  - Two (2) copies of easement(s) and deed(s) pertinent to Map.
  - Three (3) copies of approved Tentative Parcel/Tract map.
  - Three (3) 11x17 Copies of the Los Angeles County Tax Assessors Maps with Property outlined in red.
  - Completed Submittal Information Sheet.
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- **Plan Check Fee-Tract: \$2,000.00 plus additional \$80.00 per lot or per unit.**
  - Plan Check Fee-Parcel; \$2,000.00 plus additional \$87.00 per lot or per unit.
  - Plan Check is 25 working days for first submittal, 15 working days for additional submittals.

