### RESTORATION 1st SUBMITTAL CHECKLIST

#### Development Plan Review Section

**PROJECT TITLE:** ________________________________  **PROJECT/B-PERMIT NO:** ________________

Plans shall be prepared by and under the responsible charge of work of, a Civil and Traffic Engineer both registered in the State of California.

I HEREBY CERTIFY THAT ALL THE INFORMATION I HAVE PROVIDED IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I AGREE NOT TO HOLD THE DEPARTMENT OF TRANSPORTATION RESPONSIBLE OR LIABLE FOR THE INFORMATION AND DOCUMENTS I PROVIDED IN PURSUIT OF ACCEPTANCE OF THE STRIPING AND/OR TRAFFIC SIGNAL PLANS.

**ENGINEER OF RECORD:** ___________________________  **ENGINEER LICENSE NUMBER:** C_______ and/or TR_______

**SIGNATURE:** ___________________________________  **DATE:** __________________________________________

**Required for Submittal meeting:**

1. Completed and signed Checklist
2. Full size pdf of LADOT Geometric striping and/or Traffic Signal plan(s)
3. All supporting documents
4. Attendance of registered Civil and/or Traffic Engineer of record

<table>
<thead>
<tr>
<th>Item</th>
<th>Private Engineer</th>
<th>LADOT Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Copy of City of Los Angeles Business Tax Registration Certificate</td>
<td>OK</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Copy of B-Permit application showing the name and address of Owner/Applicant with “fees paid” shown.</td>
<td>OK</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**DRAFTING STANDARDS – Visit ladot.lacity.org for latest requirements**

3. Current LADOT Title Block Template from website
4. Drafting line types, symbols, layout, etc. per Drafting Standards
5. Project Title above Title Block
6. Title Block references correctly filled out (Title, References, District)
7. North arrow and orientation per Drafting Standards
8. Plan drawn to appropriate scale: Geometric Plans 1”=40’; Traffic Signal Plans 1”=20’
9. Right-of-way dimensions, parkway width, roadway width, existing and proposed driveway locations shown
10. Signal Plans: Substructures shown including catch basin connections
11. Signal Plans: Completed Signal Standard Schedule, Construction Notes, Engineer’s signature block (name, signature, date, registration number, address, phone number)
12. Plan prepared under the direction of a Civil and Traffic Engineer, both registered in the State of California.
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<td>OK</td>
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**PLAN DESIGN**

13. Meets Downtown Design Guideline requirements
14. Plans match mitigation requirements and/or TCR

**SUPPORTING DOCUMENTS**

15. Copy of mitigation requirements (specifically, the conditions of approval from City Planning or Council and the letter from LADOT Planning)
16. Copy of preliminary street improvement plan, street lighting plan and other improvement plans which may influence design.
17. Copy of Traffic Control Report (TCR), supporting documents, easements; etc.
18. Dated field notes of existing signs, striping, markings, roadway dimensions, adjacent land uses, access ramps, driveways, and signal equipment. Details should include dimensions, type of signs, structures, etc.
19. Dated field photos of current conditions with photo key map. (google street view images are not accepted)
20. Copy of correspondence with impacted transit operators if any existing bus stop will be affected by construction activities or proposed improvements
21. Copy of substructure map for reference if there is foundation work on traffic signals.

**PLAN(S):**

- ☐ ACCEPTED
- ☐ NOT ACCEPTED

For ePlanLA: Upload this form and all supporting documents with plan submittal

Resubmit with changes
No Re-submittal meeting required

Major Comments
Re-submittal meeting required

ACCEPTED FOR REVIEW BY: ______________________________ DATE: ______________________________

COMMENTS:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

For ePlanLA: Upload this form and all supporting documents with plan submittal

ver1 Feb/21