

2.0 SUBMITTAL FORMS AND FEE SCHEDULES

All plan check submittals will be reviewed for completeness within three (3) working days of submittal. A complete submittal shall include all plans, *reports and supporting documents applicable to the project along with all required city fees. Incomplete submittals will not be processed until a complete submittal is received. All re-submittals of plans, maps, and reports must include the previous check prints as well as the required submittals.

All plan check submittals shall be submitted through one of the following:

- **In person:** Engineering Department, 27215 Base Line, Highland, CA 92346
- **Email:** Engineering@Cityofhighland.org
- **Online Submission:**
<https://highlandcaengineering.portal.iworq.net/portalhome/highlandcaengineering>



NOTE: Landscape plans shall be submitted to the Planning Division.

* All reports that are required to be included with the first plan check as reference material, such as Soils/Geological Investigations, shall be “comb” bound, (or similar), with front and back covers.

Bound copies of reports that are required for review and approval, such as Hydrology/Drainage Studies, Traffic Studies, etc., must be submitted for review with the exception of Water Quality Management Plans which must be in 3-ring binders.

(Note: Fees are subject to change periodically; it shall be the Developer’s responsibility to ensure that he or she is using the latest edition of the Engineering Department Policies, Procedures and Standards Handbook and Fee Schedules prior to submittals.)

**** DEPOSIT SURCHARGE** shall be charged to all services where a deposit is obtained for services to recover the cost of establishing, tracking and reconciling a deposit for services.

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2.1 Plan Check Submittal Form

Submittal Date: _____
 Tract or Parcel Map No _____ City Proj. No. _____
Site Address or Location by Cross Streets: _____

Engineer: _____
Address: _____
Contact Person: _____ Phone: (____) _____
Email: _____ Fax: (____) _____

Developer: _____
Address: _____
Contact Person: _____ Phone: (____) _____
Email: _____ Fax: (____) _____

FINAL MAP SUBMITTAL - TRACT AND PARCEL MAPS

- Three (3) complete sets of maps
- One (1) preliminary title report updated in past 90 days
- One (1) set traverse calculations and closures (inverse calculations not acceptable for plan check review)
- One (1) set of reference materials including surrounding maps, deeds, records of survey and centerline ties
- Two (2) complete sets of Composite Development Plan (must be submitted by second check)
- Fees include plan check, microfilming and GIS per latest fee schedule
- One (1) completed set of plan and/or profile checklists

GRADING/IMPROVEMENT PLAN SUBMITTAL

- One (1) signed and stamped Engineer's Estimate of Precise Grading (Commercial Projects), street and storm drain improvement costs
- Two (2) sets of street and/or storm drain improvement plans
- Five (5) sets of rough grading plans
- Five (5) sets of precise grading plans
- Two (2) sets of erosion control plans
- One (1) set of water and sewer plans (for reference only)
- Two (2) sets of cross section minimum 50-foot stations where widening existing street
- One (1) set reference street plans 300 feet either direction on existing street connections
- Two (2) sets of hydraulics, drainage study/hydrology and or traffic study reports (where required)
- One (1) completed grading plan checklist
- Three (3) sets of Final WQMP Reports
- Fees include plan check, professional report review, microfilming and GIS per latest fee schedule

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2.2 List of Engineering Fees and Unit Prices – September 1st, 2025

**** DEPOSIT SURCHARGE**

Actual Cost/Initial Deposit of 1.5% of the deposit or \$85, whichever is greater.

To recover the cost of establishing, tracking and reconciling a deposit for services. This shall be charged to all services where a deposit is obtained for services.

FINAL PARCEL MAP REVIEW

Actual Cost/Initial Deposit of \$3,800

The above map review deposit includes three full plan checks and a fourth "signature" check. Additional deposits will be collected in increments of \$1,000 after third plan check or if the initial deposit falls below \$500 prior to the third plan check.

FINAL TRACT MAP REVIEW

Actual Cost/Initial Deposit of \$7,000

The above map review deposit includes three full plan checks and a fourth "signature" check. Additional deposits will be collected in increments of \$1,000 after third plan check or if the initial deposit falls below \$1,000 prior to the third plan check.

FINAL/PARCEL MAP REVISION Actual Cost/\$1,800 deposit

REVISIONS TO CONDITIONS OF APPROVAL Actual Cost/\$1,500 deposit

BOND PROCESSING/SUBDIVISION AGREEMENT PREPARATION:

LANDSCAPE MAINTENANCE DISTRICT (LMD) BOND ... Actual Cost/\$1,000 deposit per bond

GRADING, STREET/STORM DRAIN IMPROVEMENT BONDS Actual Cost/\$1,200 deposit per bond

(Note: Performance, Labor & Materials, and Maintenance/Warranty bonds of the same improvements are to be considered as one bond).

Bond processing deposit(s) to be paid with final map review deposit and includes preparation of a Subdivision Agreement, if required.

LEGAL DESCRIPTION REVIEW *Actual Cost/\$3,000 deposit per description

LEGAL DESCRIPTION PREPARATION *Actual Cost/\$2,600 deposit per description

**Deposit(s) covers review/preparation of legal description by City for single lot residential (not part of a tract map or parcel map application)*

LOT LINE ADJUSTMENT/PARCEL MERGER:

LEGAL DESCRIPTION REVIEW Actual Cost/\$3,000 deposit per description

PROFESSIONAL REPORT REVIEW Actual Cost/\$4,500 deposit

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CWQMP AND FWQMP REVIEW AND INSPECTION.....Actual Cost/\$6,100 deposit

MATERIAL IMPORT/STOCKPILE PLAN REVIEW & INSPECTION ...Actual Cost/\$2,100 deposit

ROUGH GRADING PLAN CHECK:

Actual Cost/Initial Deposit of \$5,100, or as determined by the City Engineer, as follows:

<u>No. Cubic Yards</u>	<u>Deposit</u>
Up to 20,000 cubic yards	\$3,170 plus \$.06/c.y. exceeding 15,000 c.y.
20,001 - 35,000 cubic yards	\$3,470 plus \$.04/c.y. exceeding 20,000 c.y.
35,001 - 50,000 cubic yards	\$4,070 plus \$.035/c.y. exceeding 35,000 c.y.
50,001 - 100,000 cubic yards	\$4,595 plus \$.025/c.y. exceeding 50,000 c.y.
100,001 and greater	\$5,845 plus \$.015/c.y. exceeding 100,000 c.y.

Deposit includes three full plan checks and a fourth "signature" check. Additional deposits after the third check will be collected in increments of \$1,500. If rough grading plan is combined with precise grading plan, applicant shall pay the higher of the plan check fee for rough grading plan or precise grading plan, but not both fees.

PRECISE GRADING PLAN CHECK:

Actual Cost/Initial Deposit of \$3,600, or as determined by the City Engineer, as follows:

A) Residential (with subdivision map)

<u>No. of Lots</u>	<u>Deposit</u>
1 -10	\$1,340
11 - 50	\$1,340 + \$44/lot over 10 lots
51 - 100	\$3,100 + \$33/lot over 50 lots
101 - 200	\$4,750 + \$22/lot over 100 lots
Over 200	\$6,950 + \$11/lot over 200 lots

B) Commercial, Industrial and Residential (without subdivision map, i.e., apartments, warehouse, mobile home park, etc.)

<u>Total Construction Cost</u>	<u>Deposit</u>
\$1 - \$150,000	\$1,895 + 2.15% of project costs exceeding \$30,000
\$150,001 - \$400,000	\$4,475 + 2.05% of project costs exceeding \$150,000
\$400,001 - \$600,000	\$9,600 + 1.8% of project costs exceeding \$400,000
More than \$600,000	\$13,200 + 1.6% of project costs exceeding \$600,000

Deposit includes three full plan checks and a fourth "signature" check. Additional deposits after the third check will be collected in increments of \$1,500. If rough grading plan is combined with precise grading plan, applicant shall pay the higher of the plan check deposit for rough grading plan or precise grading plan, but not both deposits.

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PRECISE GRADING PLAN REVISION..... Actual Cost/**\$1,100** deposit

ENGINEERING PLAN REVISION..... Actual Cost/**\$1,600** deposit

RETAINING WALL CALCS REVIEW Actual Cost/**\$1,900** deposit

ROUGH GRADING INSPECTION/ EROSION AND SEDIMENT CONTROL INSPECTION:
Actual Cost/Initial Deposit of \$7,900, or as determined by the City Engineer, as follows:

<u>No. Cubic Yards</u>	<u>Deposit</u>
Up to 5,000 cubic yards	\$1,670 minimum
5,001 - 10,000 cubic yards	\$1,670 plus \$.22/c.y. exceeding 5,000 c.y.
10,001 - 15,000 cubic yards	\$2,770 plus \$.08/c.y. exceeding 10,000 c.y.
15,001 - 20,000 cubic yards	\$3,170 plus \$.06/c.y. exceeding 15,000 c.y.
20,001 - 35,000 cubic yards	\$3,470 plus \$.04/c.y. exceeding 20,000 c.y.
35,001 - 50,000 cubic yards	\$4,070 plus \$.035/c.y. exceeding 35,000 c.y.
50,001 - 100,000 cubic yards	\$4,595 plus \$.025/c.y. exceeding 50,000 c.y.
100,001 and greater	\$5,845 plus \$.015/c.y. exceeding 100,000 c.y.

If the deposit balance falls below \$1,000, prior the final phase of Rough Grading Inspection, then additional deposit(s) will be required.

PRECISE GRADING INSPECTION:
Actual Cost/Initial Deposit of \$3,800, or as determined by the City Engineer, as follows:

A) Residential (with subdivision map)

<u>No. of Lots</u>	<u>Deposit</u>
1 - 10	\$1,110
11 – 50	\$1,110 + \$50/lot over 10 lots
51 - 100	\$3,110 + \$33/lot over 50 lots
101 – 200	\$4,760 + \$22/lot over 100 lots
Over 200	\$6,960 + \$16/lot over 200 lots

B) Commercial, Industrial and Residential (without subdivision map i.e., apartments, warehouse, mobile home park, etc.)

<u>Total Construction Cost</u>	<u>Deposit</u>
\$1 - \$150,000	\$1,895 + 2.15% of project costs exceeding \$30,000
\$150,001 - \$400,000	\$4,475 + 2.05% of project costs exceeding \$150,000
\$400,001 - \$600,000	\$9,600 + 1.8% of project costs exceeding \$400,000
More than \$600,000	\$13,200 + 1.6% of project costs exceeding \$600,000

If the deposit balance falls below \$1,000, prior the final phase of Precise Grading Inspection, then additional deposit(s) will be required.

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WALL INSPECTION:

Actual Cost/Initial Deposit of \$2,000, or as determined by the City Engineer, as follows:

<u>Total Construction Cost</u>	<u>Deposit</u>
\$1.00 - \$300,000	\$1,800 plus 2% of project costs exceeding \$10,000
\$300,001 and above	\$6,550 plus 1% of project costs exceeding \$300,000

GROVE REMOVAL REVIEW/PERMIT:

Actual Cost/Initial Deposit of \$2,600, or as determined by the City Engineer, as follows:

<u>No. Gross Acres</u>	<u>Deposit</u>
0 - 2	\$1,100
>2 - 20	\$1,100 +\$25/acre or portion thereof over 2 acres
>20 - 40	\$1,550 +\$15/acre or portion thereof over 20 acres
Over 40	\$1,850 + \$5/acre or portion thereof over 40 acres

STREET IMPROVEMENTS PLAN CHECK:

Actual Cost/Initial Deposit of \$6,900, or as determined by the City Engineer, as follows:

<u>Total Construction Cost</u>	<u>Deposit</u>
\$1 - \$150,000	\$1,440 plus 1.69% of project costs exceeding \$30,000
\$150,001 - \$400,000	\$3,470 plus 1.95% of project costs exceeding \$150,000
\$400,001 - \$600,000	\$8,345 plus 1.6% of project costs exceeding \$400,000
\$600,001 and above	\$11,545 plus 1.5% of project costs exceeding \$600,000

Deposit includes three full plan checks and a fourth "signature" check. Additional deposits after the third check will be collected in increments of \$1,000.

STREET LIGHTING SYSTEM PLAN CHECK:

Actual Cost/Initial Deposit of \$7,700, or as determined by the City Engineer, as follows:

<u>Total Construction Cost</u>	<u>Deposit</u>
\$1 - \$150,000	\$1,440 plus 1.69% of project costs exceeding \$30,000
\$150,001 - \$400,000	\$3,470 plus 1.95% of project costs exceeding \$150,000
\$400,001 - \$600,000	\$8,345 plus 1.6% of project costs exceeding \$400,000
\$600,001 and above	\$11,545 plus 1.5% of project costs exceeding \$600,000

Deposit includes three full plan checks and a fourth "signature" check. Additional deposits after the third check will be collected in increments of \$1,000.

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DRAINAGE IMPROVEMENT PLAN CHECK:

Actual Cost/Initial Deposit of \$5,300, or as determined by the City Engineer, as follows:

<u>Total Construction Cost</u>	<u>Deposit</u>
\$1 - \$150,000	\$1,500 plus 1.42% of project costs exceeding \$30,000
\$150,001 - \$400,000	\$3,210 plus 1.65% of project costs exceeding \$150,000
\$400,001 - \$600,000	\$7,335 plus 1.0% of project costs exceeding \$400,000
\$600,001 and above	\$9,335 plus 0.5% of project costs exceeding \$600,000

Deposit includes three full plan checks and a fourth "signature" check. Additional deposits after the third check will be collected in increments of \$1,000.

PUBLIC WORKS CONSTRUCTION INSPECTION:

Actual Cost/Initial Deposit of \$22,000, or as determined by the City Engineer, as follows:

<u>Total Construction Cost</u>	<u>Deposit</u>
\$1.00 - \$10,000	\$560
\$10,001 - \$20,000	\$560 plus 3.75% of project costs exceeding \$10,000
\$20,001 - \$600,000	\$935 plus 2.6% of project costs exceeding \$20,000
\$600,001 - \$1,000,000	\$16,015 plus 2.3% of project costs exceeding \$600,000
\$1,000,001 - and above	\$25,215 plus 1.8% of project costs exceeding \$1,000,000

If the deposit balance falls below \$500, prior the final phase Inspection, then additional deposit(s) will be required.

STREET LIGHTING SYSTEM INSPECTION:

Actual Cost/Initial Deposit of \$22,300, or as determined by the City Engineer, as follows:

<u>Total Construction Cost</u>	<u>Deposit</u>
\$1 - \$600,000	\$935 plus 2.6% of project costs exceeding \$20,000
\$600,001 - \$1,000,000	\$16,015 plus 2.3% of project costs exceeding \$600,000
\$1,000,001 - and above	\$25,215 plus 1.8% of project costs exceeding \$1,000,000

If the deposit balance falls below \$1,000, prior the final phase Inspection, then additional deposit(s) will be required.

TRAFFIC CONTROL PLAN AND INSPECTION Actual cost/\$1,700 Deposit

SMALL WIRELESS FACILITY IN PUBLIC ROW \$670 Flat Fee

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EXCAVATION PERMIT/INSPECTION:

Actual Cost/Initial Deposit of \$800, or as determined by the City Engineer, based on lineal feet of excavation as follows:

EXISTING STREETS AND NEW DEVELOPMENT:

<u>Linear Feet</u>	<u>Deposit Amount</u>
0 - 100'	\$350
101 - 500'	\$700
501 - 1,000'	\$700 + \$1.45/LF
Over 1,000'	\$1,425 + \$1.00/LF

RIGHT-OF-WAY ENCROACHMENT PERMIT:

Actual Cost/Initial Deposit of \$1,100, or as determined by the City Engineer, based on number of work locations/items as follows:

<u>Work Locations</u>	<u>Deposit Amount</u>
1 - 2	\$350
3 - 5	\$700
6 - 9	\$1,100
10 & above	\$1,500

DIF CREDIT PROCESSING..... Actual Cost/\$4,100 deposit

ANNEXATION TO MAINTENANCE DISTRICT PROCESSING..... \$1,600 per district

STREET VACATION REQUEST PROCESSING

Summary Street Vacation..... Actual Cost/**\$2,800** deposit
Full Street Vacation Actual Cost/**\$3,700** deposit

MICROFILMING OF MAPS AND PLANS

\$125.00 per project plus \$2.00 per sheet of map/plan

OVERSIZE/OVERWEIGHT VEHICLE PERMIT REVIEW

- \$16.00 - Single trip permit
- \$90.00 - Annual permit
- \$500.00 - Deposit against actual cost for special services such as engineering, escort, investigator, tree trimming, etc