

Submittal and Approval of Construction Plans and Drawings

- (1) **Initial Plan Submittal:** The initial submittal of improvement plans will be accepted at the Community Services counter on each Tuesday and Friday from 8:30 AM until 4:00 PM.
- (2) **Completeness Check and Initial Improvement Plan Checklist:** Community Services staff will check the submittal to ensure that all items listed on the “Initial Subdivision Submittal Checklist” are included with the submittal. A submittal lacking any of the items presented on the checklist will be immediately returned. Copies of the Initial Improvement Plan Checklist are available on the City of Sparks website.
- (3) **Acceptance of Submittal for Fatal Flaw Review:** All submittals deemed complete will be accepted for fatal flaw review. The fatal flaw review will be conducted by Community Services technical staff and will include a quick review of hydrology and hydraulics, the improvement plans, landscaping plans, the letter addressing tentative map conditions and the final map. The purpose of the fatal flaw review will be to identify any technical deficiencies that would render a full review useless. The fatal flaw review will be conducted during the three working days following the plan submittal.
- (4) **Fatal Flaw Review Meeting:** Community Services technical staff will meet each Monday (for plans submitted on the previous Tuesday) and Thursday (for plans submitted on the previous Friday) to determine if any fatal flaws exist within the initial improvement plan submittal. If fatal flaws are found, the submittal will be returned with a letter that describes the nature of the fatal flaw(s). If the submittal is deemed to be free of fatal flaws, a written commitment for return of first round review will be issued, via email or fax, by 2:00 PM that afternoon. It is the intent of this process to have the first round reviews completed within 15 working days of the initial submittal.
- (5) **Second/Subsequent Improvement Plans Submittal Checklist:** This checklist will be used for the second and subsequent submittals. Copies of the Second/Subsequent Improvement Plan Checklist are available on the City of Sparks website. Second and subsequent submittals will be checked for completeness by Community Services staff. Second and subsequent submittals will be accepted Monday through Friday from 8:30 AM to 4:00 PM.
- (6) **Final Subdivision Map Request for City Council Agenda Checklist:** This checklist will be used for the final submittal of subdivision map and improvement plans. Copies of the Initial Improvement Plan Checklist are available on the City of Sparks website. Final submittals will be checked for completeness by Community Services staff. Final submittals will be accepted Monday through Friday from 8:30 AM to 4:00 PM.

Improvement Plans Submittal and Review Process

