

CITY OF ANAHEIM
SUBDIVISION SECTION
IMPROVEMENT PROCEDURES

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I. GENERAL

A. IMPROVEMENT PLANS REQUIRED

Improvement plans shall be submitted to the Development Services Division for review and approval for the construction of any street, storm drain, or sewer improvements, with the following exceptions:

1) Private streets and private storm drains, when the construction details and specifications are shown on an

approved grading plan.

2) Sidewalk construction per Standard Detail No. 110, when the adjacent curb is existing.

3) Curb ramp construction per Standard Detail No. 111, when the adjacent curb is existing.

4) Repair of existing curb, gutter, or sidewalks.

5) Private sewers which are designed in conformance with the Uniform Plumbing Code and which are reviewed and approved by the Building Division.

6) Sewer lateral construction per Standard Detail Nos. 222 and 223.

B. BONDS

Security will be required prior to approval of all improvement plans in the form of a surety bond, letter of credit, certificate of deposit, or cash deposit.

Security shall be in an amount equal to the total estimated cost of the improvements (Performance Bond) and an additional fifty% (50%) of the estimated cost securing payment to the contractor, subcontractors and persons furnishing labor, materials or equipment (Payment Bond). Additionally, storm drain improvements shall include security in an amount equal to fifty% (50%) of the estimated cost to guarantee the normal and proper maintenance of the storm drain for a period of 2 years following completion and acceptance thereof (Maintenance Bond). See [Final Tract Map and Parcel Map Procedures](#) for procedures on posting security with the City.

C. EASEMENTS/AGREEMENTS

EASEMENTS. All public improvements must be constructed within an easement dedicated to the City of Anaheim (or to the public). Easements may be dedicated on a recorded tract or parcel map, or dedicated by deed. Deeds will be prepared by the City's Real Property Section based on a legal description and sketch submitted by the developer and prepared by a Registered Civil Engineer or Land Surveyor. Easements to the City must be signed by the property owner(s) or legal agent and must be unsubordinated.

ENCROACHMENT AGREEMENTS. An encroachment agreement must be obtained for all private improvements within a City (or public) easement, with the following exceptions:

1) Private sewer connections and laterals.

2) Private storm drains connecting directly to the public system. Approval of these drains will require the approval and recordation of a "Save Harmless in Lieu of Encroachment" agreement. Standard agreements are available.

3) Private drains and parkway culverts releasing through the curb face.

Requests for encroachment agreements must be processed and approved by the City Council. Contact the Real Property Section to process an encroachment permit.

SAVE HARMLESS IN LIEU OF ENCROACHMENT AGREEMENT. A save harmless agreement must be executed and recorded for private storm drains connecting directly to the public system, but not running parallel within the easement. Save harmless forms have been approved by the City Attorney's Office and must include an exhibit showing the exact location of the private storm drain.

II. INITIAL SUBMITTAL

The initial submittal of improvement plans shall consist of the following:

1) Six (6) copies of the improvement plans prepared on standard City mylars, size 24" x 36". Plans shall be

drafted at a legible scale (0.10" minimum letter size) and each sheet signed by a Registered Civil Engineer (Engineer's name, RCE number, expiration date are required for plan submittal). The plans shall be folded to 9" x 12" with the title and plan number visible. Shading will not be accepted, cross-hatching will be allowed if it does not obscure information on the plans.

- 2) A filing fee and checking and inspection deposit in the amount approved by City Council.
- 3) Concurrent submittal of related plans.
- 4) Two (2) copies of a drainage study, including hydrology calculations, map, and hydraulic calculations for storm drain plans.
- 5) Two (2) copies of a sewer study when required for sewer plans. Incomplete plans will not be reviewed or processed, the engineer will be notified and the plans will be returned.

III. IMPROVEMENT PLANS SHALL INCLUDE THE FOLLOWING:

A. TITLE SHEET

- 1) Vicinity map drawn at a legible scale.
- 2) Location/key map showing plan numbers.
- 3) Civil Engineer's name, address, and telephone number. Civil Engineer's stamp and signature on each sheet.
- 4) Owner/developer's name, address, and telephone number.
- 5) Project description in title block. Identified by street names described from north to south and east to west. Do not use stationing.

Example: Broadway

Street from 250 ft west of to 220 ft east of Harbor Blvd

- 6) City benchmark with complete description on each sheet.
- 7) General notes applicable to the project (see Exhibit A).
- 8) Construction notes and quantity estimate.
- 9) Projects for construction of private improvements on private property shall include the following note on each sheet:

APPROVED ONLY FOR INSPECTION OF WORKMANSHIP AND MATERIALS ON PRIVATE PROPERTY.

B. PLAN SHEET - PLAN VIEW GENERAL

- 1) North arrow (up or to the left) and scale.
- 2) Project description (limits of sheet) in title block. Identified by street names described from north to south and east to west. Do not use stationing.
- 3) City benchmark with complete description.
- 4) Construction notes.
- 5) Note: For general notes, vicinity map, and location/key map see plan # .
- 6) Street name (indicate if private street).
- 7) All necessary dimensions, for existing and proposed improvements, to locate and construct planned

improvements.

8) Lot lines and lot numbers.

9) Existing improvements using dashed lines and identifying all City plan numbers.

10) All existing and proposed utility lines, all lines labeled and dimensioned to street centerline.

11) Street centerline stationing.

12) Matchlines with station and plan number reference.

STREETS

1) Striping details and dimensions.

2) Applicable traffic signs.

STORM DRAINS SEWERS

1) Centerline stationing with station equation at all intersections.

2) Centerline bearings and curve data. Submit traverse calculations.

3) Horizontal spacing between sewer line and water line.

4) Sewer laterals including stationing on main line and invert elevation at Right-of-way/ property line.

5) Sewer easement, if applicable.

B. PLAN SHEET - PROFILE GENERAL

1) Stationing and elevations for proposed improvements.

2) Existing ground and finish surface elevations.

3) Matchline

4) Existing and proposed utility line crossings including the top of pipe/bottom of pipe elevations.

IV. EXHIBITS (EXHIBITS ARE PDF and/or DWG FILES)

You will need the Acrobat Reader to view some of these documents. If you do not have Acrobat Reader,

[click here](#) to download it.

EXHIBIT A-1 in .DWF or in .DWG or in .PDF - STANDARD CITY TITLE BLOCKS - I1 (TITLE SHEET)

EXHIBIT A-2 in .DWF or in .DWG or in .PDF - STANDARD CITY TITLE BLOCKS - I2 (OTHER SHEETS)

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