



**CITY OF RIPON**  
**ENGINEERING DEPARTMENT**  
 259 N. Wilma Avenue, Ripon, CA 95366  
 Phone (209) 599-2108 / Fax (209) 599-2685  
 Website: [www.cityofripon.org](http://www.cityofripon.org)

**Project Name:**

FOR PROJECTS THAT **REQUIRE** A PROJECT IMPROVEMENT AGREEMENT (PIA) OR SUBDIVISION IMPROVEMENT AGREEMENT (SIA)

**PIA or SIA CHECK LIST**

Private Development

**INSTRUCTIONS.** Use this form to guide you through the Engineering, Public Facilities and Utilities (typically off-site) development requirements for projects that **REQUIRE** a Project Improvement Agreement (PIA) or Subdivision Improvement Agreement (SIA). Contact the Engineering Department for requirements on all other Private Development projects. For on-site development requirements, contact the Planning Department and the Building Department. **Unless specified, all items may be submitted either with a hard copy or electronic file.pdf format to [crodriguez@cityofripon.org](mailto:crodriguez@cityofripon.org). All forms and required fees can be found on our City website at [www.cityofripon.org/city\\_hall/departments/engineering](http://www.cityofripon.org/city_hall/departments/engineering).**

**STEP ONE - APPLICATION SUBMITTAL**

The following is required for preparation of Project Improvement (PIA) or Subdivision Improvement Agreement (SIA).

Office  
Use

1. "PIA or SIA Application" along with required submittals/documents.

**STEP TWO - ACCEPTANCE OF AGREEMENT**

Upon Engineering Department draft and mutual agreement of terms, the Project Improvement Agreement (PIA) or Subdivision Improvement Agreement (SIA) must be accepted by City Council at a regularly scheduled Council Meeting. As per your PIA/SIA requirements, the following items must be received prior to Council acceptance.

Office  
Use

1. Signed and Notarized PIA OR SIA (Original hard copy)
2. Improvement Security
3. Development Fees
4. Certificate of Insurance

**STEP THREE - REQUIRED SUBMITTALS**

The following items may be submitted at any time; however, Plan Check will not commence until Council acceptance of Agreement as noted above. **Note: Not all items listed below may be applicable to your project and/or additional requirements may apply.** If you are unsure of your obligations, contact the Engineering Department at 209-599-2108. **For submittals that require a fee, please submit fee with application.**

*Check all that apply. If not applicable, leave blank.*

Office  
Use

1. **Civil Design Documents**
  - a. Civil Improvement Plans: Showing Right-of-Way improvements and onsite Post-Construction treatment control measures. (Submit 2 sets hard copies PLUS electronic file.pdf format)
  - b. Landscaping Plans (Submit 2 sets hard copies PLUS electronic file.pdf format)
  - c. Joint Trench Plans
  - d. Geotechnical Soils Report
  - e. Sewer Calculations
  - f. Storm Water Drainage Calculations
  - g. Surface & Subsurface Contamination Report
2. **Post-Construction Storm Water Development Submittal Package (If area over 2,500 sf) <sup>(2)</sup>**
  - a. Permit Fees
  - b. Worksheets for each Drainage Management Area (electronic file .pdf format)
  - c. Calculations for each Drainage Management Area (electronic file .pdf format)
  - d. Map of Drainage Management Areas (electronic file .pdf format)
  - e. Operation & Maintenance (O&M) Plan and Statement of Responsibility (electronic file.pdf format)  
**Note: Not required to be signed/notarized. Submit for review purposes only. The original hard copy, signed, notarized and approved by the City Engineer, must be received prior to off-site final.**

## PIA OR SIA CHECK LIST

Required Submittals Continued

*Check all that apply. If not applicable, leave blank.*

Office  
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### 3. Public Utility Easement (PUE) (To be reviewed by City prior to notarized signature)

- a. Grant Deed/PUE Deed, Plats, Legals
- b. Included in Tract or Parcel Map

### 4. Right-of-Way Submittals

- a. Encroachment Permit Application (Note: Development Fees include Encroachment Permit Fee)
- b. Erosion Sediment Control Plan (ESCP) (If under one acre)
- c. Storm Water Pollution Prevention Plan (SWPPP) (In lieu of ESCP) WDID #:(1) \_\_\_\_\_
- d. Compliance w/ Monument Preservation Policy (Fee required if Pre-Construction Form not received)
- e. Proof of Contractor's City of Ripon Business License
- f. Proof of Contractor's State of California Contractor's License
- g. Traffic Control Plans

### 5. Additional Requirements

- a. South San Joaquin Irrigation District (SSJID) Sign-Off
- b. Fire Department Sign-Off
- c. Industrial Discharge Permit
- d. Trash Enclosure
- e.

## STEP FOUR - ACCEPTANCE OF OFF-SITE IMPROVEMENTS

After installation/construction, all off-site improvements require acceptance by City Council at a regularly scheduled City Council Meeting. The following items must be received prior to Council acceptance.

Office  
Use

*Check all that apply. If not applicable, leave blank.*

- 1. As-Built Drawings (In AutoCAD and electronic file .pdf format)
- 2. Completed Punch List
- 3. (1) Year Maintenance Bond for 25% of the Engineer's Estimate (Original hard copy)
- 4. Original Tract Map (aka Final Map) (Signed/Notarized by all parties required to execute the statements on the map.)
  - a. Subdivision Guarantee
  - b. Treasurer-Tax Collector Certificate
- 5. Original Parcel Map (Signed/Notarized by all parties required to execute the statements on the map.)  
**Note: City may wait to accept Parcel Map until Construction is planned.**
  - a. Parcel Map Guarantee
  - b. Treasurer-Tax Collector Certificate
- 6. Operation & Maintenance (O&M) Plan and Statement of Responsibility (Original Hard Copy. Signed, notarized and approved by the City Engineer.)

(1) If a Construction General Permit (CGP) is required, applicant must provide copy of SWPPP & CGP WDID #. Projects typically require a CGP if over 1 acre.

(2) Must comply if the size of the Project that will be created and/or replaced with impervious surface is greater or equal to 2,500 SF. This includes total SF area of: building, outside concrete, asphalt, etc.  
(See Storm Water Development Standards at [www.cityofripon.org/city\\_hall/departments/engineering](http://www.cityofripon.org/city_hall/departments/engineering))