



**CITY OF CAMPBELL**  
Public Works Department

**STREET IMPROVEMENT PLAN APPLICATIONS**  
**ENGINEERING APPLICATION CHECKLIST**

(Download at <https://www.campbellca.gov/DocumentCenter/View/434>)

This Engineering Application Checklist (“Checklist”) is intended to facilitate the submittal of a Street Improvement Plan application to the City of Campbell Engineering Division. Street Improvements are typically submitted to implement a Condition of Approval from a Planning or Building permit. If you need additional assistance, please contact the Engineering Division at (408) 866-2150.

**APPLICATION TYPES**

A Street Improvements Plan is prepared by a Registered Civil Engineer and shows the City standard improvements required to be constructed as part of a land development project. The application should be submitted concurrently with the Building permit application to construct the on-site improvements.

APPLICATION TYPES	
APPLICATIONS	DESCRIPTION
<ul style="list-style-type: none"> <li>■ <b>Street Improvement Plan</b></li> </ul>	<ul style="list-style-type: none"> <li>■ Engineered plans prepared by a Registered Civil Engineer for construction of improvements within the public right-of-way. Typical improvements include curb, gutter, sidewalk, curb ramps, street trees, street lighting, storm drain improvements, pavement reconstruction, etc.</li> </ul>
<p><b>Note:</b> If there are any questions, please contact the Public Works Land Development team at (408) 866-2150.</p>	

**DIGITAL SUBMISSION REQUIRED**

The City of Campbell utilizes an online permit system called MyGovernmentOnline (“MGO”). **All applications must be electronically submitted through the MGO system**, accessible at <https://campbellca.gov/pwmgo>. Before you submit an application for the first time, you must create a user account. For more information, please visit the City’s Application Center at <https://www.campbellca.gov/1050/>. MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system. Questions related to the application submittal requirements specified by this Checklist should be directed to the Engineering Division at (408) 866-2150 or [publicworks@campbellca.gov](mailto:publicworks@campbellca.gov). If you require accommodation, there is a public kiosk in the Community Development Department that you may use to submit an application through the MGO system and/or create a user account. However, as noted further in the Checklist, all application materials must be provided electronically; if you wish to use the public kiosk you must bring your application materials on a USB flash drive. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.

When applying in MGO, please select the Application Type: “Encroachment Permit – Land Development”

**ENGINEERING REVIEW PROCESS**

Once an application is made, Engineering staff will review the application for completeness and any necessary concurrent applications, such as a Tract or Parcel Map, a Street or Easement Dedication, and/or an on-site

improvement plan. If the application is complete, staff prepares and e-mails an invoice to the applicant. If the application is incomplete, the applicant is notified of missing or incomplete items.

The applicant is encouraged to coordinate as soon as possible with the West Valley Sanitation District (WVSD), the San Jose Water Company (SJWC), and PG&E for their review and approval of any proposed connections to their respective utility systems. These improvements shall be shown on the Street Improvement Plan, but for reference only. Separate Utility Encroachment permit applications will be required to construct these non-City owned facilities in the public right-of-way.

City staff review the completed application and related documents for compliance with the Conditions of Approval, City standards, and all applicable codes. Upon completion of City review, the applicant will be notified of any necessary corrections and revisions. Applicant will make said corrections and resubmit the documents to the City for another review.

Once all documents meet the City’s requirements, the Public Works Engineering Division will notify the applicant to submit a signed and stamped PDF of the complete Street Improvement Plan for the City Engineer’s approval and signature.

When the Street Improvement Plan has been approved by the City, and all fees, deposits and Conditions of Approval have been satisfied, the applicant’s associated subdivision map or Building permit will be allowed to move forward.

More information can be found here: <https://www.campbellca.gov/187/Street-Improvements>

## REQUIRED APPLICATION MATERIALS

Upon submittal to the MGO system, a staff member will review your uploaded materials for conformance with specifications stated in the table, below, as well as with the additional requirements provided in the following sections. If the required Application Materials are missing, mislabeled, or in an incorrect format, the application will not be accepted. You will be notified through the MGO system if your application has been accepted or rejected. Further, please be advised that the submission of Application Materials, including when responding to a notice of incompleteness, must be provided all together and cannot be piecemealed. No additional materials beyond those listed in this Checklist shall be required to determine application completeness pursuant to Gov. Code § 65943

#	REQUIRED APPLICATION MATERIALS
<b>Street Improvement Plan</b> <i>(provide as a single document)</i>	
1.	<p><b>Coversheet</b> Use the Off-site City Standard Coversheet available here: <a href="https://www.campbellca.gov/206/Documents">https://www.campbellca.gov/206/Documents</a></p> <ul style="list-style-type: none"> <li>■ Update Project Information (Site Address, Tract No. – if applicable)</li> <li>■ Update Vicinity Map;</li> <li>■ Update Sheet Index; ensure sheet index references all of the plan sheets listed below.</li> <li>■ <i>The Permit Number on the coversheet and in the border block will be provided after the first plan check cycle.</i></li> </ul>
2.	<p><b>Plan / Profiles Sheet(s)</b> for all frontages to be improved, as well as any storm drain or sanitary sewer extensions that are required. Use the Off-site City Standard Border available here: <a href="https://www.campbellca.gov/206/Documents">https://www.campbellca.gov/206/Documents</a></p>
3.	<p><b>Stormwater Treatment Sheet(s)</b> for any stormwater treatment facilities constructed in the public right-of-way. Include Drainage Management Areas (DMA), sample calculations, construction details, etc.</p>
4.	<p><b>Standard Details Sheet(s)</b> that include a copy of all standard details referenced in the design. The City Standard Details can be found here: <a href="https://www.campbellca.gov/210/Details">https://www.campbellca.gov/210/Details</a></p>
5.	<p><b>Landscape Plan</b> for all street tree, park strip, median island, and bio-treatment areas within the public right-of-way. Include an irrigation plan.</p>
6.	<p><b>Joint Trench Plan</b> for any joint trench utility work proposed in the public right-of-way as part of the project. The plan shall also include any necessary streetlight conduit, pullboxes, and the proposed PG&amp;E point of service connection (if applicable).</p>

REQUIRED APPLICATION MATERIALS	
7.	<b>Streetlight Plan and Details</b> for projects required to upgrade, relocate or install new streetlighting along the project's frontage. The streetlight plan is typically prepared by the Joint Trench designer to the City's requirements.
8.	<b>Construction Best Management Practices</b> sheet shall be included in the plan set.
<b>Please note:</b> Samples of previously approved Street Improvement Plans can be provided on request to assist the Engineer in understanding what is expected. <i>A picture is worth a thousand words.</i>	
<b>Additional Items</b> <i>(provide as separate documents)</i>	
9.	<b>C.3 Data Form</b> detailing newly constructed / reconstructed impervious improvements in the public right-of-way and the associated stormwater treatment facilities.
10.	<b>Current Grant Deed</b> for associated property – used to prepare Street Improvement Agreement.
11.	<b>Engineer's Estimate</b> based on improvements shown on Street Improvement Plan.
12.	<b>Technical Checklist</b> completed by applicant's Civil Engineer.
13.	<b>Acknowledgement Statement</b> (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.

### APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application materials must be provided electronically in [Adobe PDF](#) (unlocked) format (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table on the following page.** Please do not add dates, numbers, acronyms, special characters (!, @, #, \$, %, ^, &, ", ", and \*), version numbers or prefix numbers to the file names. Please also ensure that the Project Plans, inclusive of all required sheets, **are combined into a single PDF file.** Separate PDF files will not be accepted and will result in rejection of your application.

REQUIRED FILE NAMING FORMAT	
Required Material <i>(one PDF file for each item)</i>	Required File Name Format <i>(label each file exactly like this)</i>
■ Street Improvement Plan	■ Improvement Plan (Submittal #) <i>Example: Improvement Plan (Sub 1)</i>
■ C.3 Data Form	■ C3 Data Form (Date)
■ Current Grant Deed	■ Grant Deed
■ Engineer's Estimate	■ Engineers Estimate (Date)
■ Technical Checklist	■ Checklist
■ Acknowledgement Statement	■ Acknowledgement Statement

### APPLICATION FEES

Once your application has been reviewed and found to be complete, staff will generate an invoice for the application fees and e-mail it through the permitting system. Fees must be paid before processing begins; receipt of required materials constitutes application submittal. The application fee schedule is available at <https://www.campbellca.gov/160/Fees>. Please note that the City charges a 3.36% processing fee for all credit card transactions and a 1% processing fee for all ACH (electronic check) transactions. Cash or check payments may be made at the City Finance Department at no additional cost.



CITY OF CAMPBELL  
Public Works Department

**ACKNOWLEDGEMENT STATEMENT**

Please read carefully. These are legally binding statements that may warrant consultation with legal counsel and/or a translator prior to signing. Misrepresentation may result in revocation of an issued building permit. Signature by the Applicant (or contractor), and Property Owner (or a duly authorized individual who may sign on behalf of a corporation, non-profit organization, limited liability company, joint partnership, homeowner associations, etc.) constitutes acknowledgment and/or acceptance of the following by all parties:

- (1) The City of Campbell is granted release to copy and reproduce electronically, in whole or in part, drawings and all other materials submitted with this permit application for the City’s regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the [California Public Records Act \(CPRA\)](#);
- (2) All notices and communications may be provided electronically via email or through the MGO system. This acknowledgement constitutes a voluntary and knowing waiver to receive a physical copy of any such correspondence;
- (3) Fees must be paid before processing begins; receipt of required materials constitutes application submittal;
- (4) If the Public Works application involves construction activities, then the contractor shall maintain their required license and bond in good standing with the Contractors State License Board, a current City of Campbell Business License, and all City required insurance coverage during the entirety of construction activity;
- (5) Issuance of a Public Works permit shall not be construed to be an approval of a violation of any local, State, or Federal laws; a permit issued in error under such circumstance shall be considered void;
- (6) Construction activity shall occur in compliance with the time and noise limitations specified in the Special Provisions of the approved permit, as well as with local and State air quality and stormwater protection requirements;
- (7) Revisions to approved construction plans must receive prior City approval. Construction performed not in compliance with approved construction plans may result in the constructed improvements being rejected and requiring reconstruction; and
- (8) The information submitted with the permit application is true and correct to the best of my knowledge.

**ATTEST:**

**APPLICANT ACKNOWLEDGEMENT**

<b>Name:</b>	<b>Title (if applicable):</b>	<b>Signature:</b>	<b>Date:</b>
_____	_____	_____	_____

**PROPERTY OWNER ACKNOWLEDGEMENT**

<b>Name:</b>	<b>Title (if applicable):</b>	<b>Signature:</b>	<b>Date:</b>
_____	_____	_____	_____

**Company (if applicable):**  
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