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Administrative Services



OC Development Services



OC Facilities Design & Construction Management



OC Facilities Maintenance & CUF



OC Fleet Services



OC Construction



OC Environmental Resources



OC Operations & Maintenance



OC Infrastructure Programs



OC Survey



This checklist is intended to be used for Tract Improvement applications processed for projects located within the Ranch Plan Planned Community and processed through Land Development under a Reimbursement Agreement (RA). Plans must be submitted via the Land Management System (LMS) at: <https://myoceservices.ocgov.com>

Land Development – Tract Improvement Submittal Checklist

- 1) **Permit Application:** All Permits must be submitted for review electronically through the County's myOCeServices portal, accessed at: <https://myoceservices.ocgov.com>. Review periods begin once the application is deemed complete, payment is processed, and the Applicant is notified that the application review has begun.

The application must identify all other approvals and related permits, including concurrent permit applications. The application must also provide a complete scope of work, including primary and accessory structures and outdoor uses. The Application must indicate whether an Encroachment permit will be required; if required, a separate Encroachment permit application must be submitted. The application must designate a Financially Responsible Party (FRP) and an active trust account to which the application will be linked. The FRP listed in the application must match the owner of the trust account.

- 2) **Authorization Forms:**
 - Agent Authorization Letter
 - Concurrent Processing Letter (If applicable).
- 3) **Tract Improvement Plan:**
 - Tract Improvement Plans in PDF format to full scale. PDF should be flattened to remove all layers, and should have Optical Character Recognition (OCR) enabled where text is present. Plan(s) must be signed and stamped by the responsible engineer. For "B" vesting tentative tracts, street and storm drain plans must be included on the same plan set.
- 4) **Hydrology/Hydraulic Report/Calculations:**
 - Hydrology/Hydraulic Report(s) and Calculation(s) in PDF format. PDF should be flattened to remove all layers, and should have Optical Character Recognition (OCR) enabled where text is present. If included within the Tract Improvement Plans directly, indicate in the job description in the application.
- 5) **Reference Documents:**
 - Santa Margarita Watershed District plans should be attached to the Improvement Plans for reference; they may be in draft form during plan checks. Updated drafts should be included with submittals as they become available. At final approval of the Improvement Plans, final signed/approved SMWD plans must be attached to plan set.
- 6) **Deposits and Fees:**
 - The Tract Improvement application deposit for Land Development will be processed through LMS according to the Land Development Reimbursement Agreement (RA) deposit schedule.
- 7) **Improvement Bond Estimates:**
 - Provide improvement bond estimates to be reviewed and approved with the improvement plan submittal.