

Request for Engineering Plans

Project Location: _____
Project Description: _____
Major Cross Streets: _____

Type of plans needed:

Benchmark	<input type="checkbox"/>	Storm Drain	<input type="checkbox"/>
Grading	<input type="checkbox"/>	Street Lighting	<input type="checkbox"/>
Parcel Map	<input type="checkbox"/>	Street Ties	<input type="checkbox"/>
Sewer	<input type="checkbox"/>	Tract Maps	<input type="checkbox"/>
Street	<input type="checkbox"/>		

Other _____

Contact Information (please print clearly):

Contact Name _____
Business Name _____
Contact Phone Number _____
Email Address _____

Date Stamp

Request can be submitted via: **Fax:** (909) 621-1584 Attn: Engineering Division
Drop-off: 5111 Benito St. Montclair, CA 91763
Monday - Thursday 7:00 am - 6:00 pm

Your request will be handled within 48 hours from the order it was received in. Keep in mind that if you are requesting several locations (within Montclair City limits) and/or large amounts of plans, the request may take longer (but no longer than 10 business days*).

If requesting plans in County area, you must contact the County for that information.

Once copies are ready, you will be contacted for pick-up.

Pick-up: Monday - Thursday 7:00 am - 6:00 pm at the Engineering counter

Copy fee:

\$5 for 24x36 \$1.50 for 11x17 \$.10 for 8 ½ x 11
(An additional \$1 per plan if requesting digital format on CD)

* The California Public Records Act (§ 6253 (c))