



**Development Application Form: Checklist for Submittals**

Type of Project:  Parcel Map  Final Subdivision Map  Public Improvement Plans

Project Name \_\_\_\_\_ Map Number \_\_\_\_\_

**Applicant/Developer Information**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date

**Design Engineer**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Completion and signature of the Development Application Form certifies that all documents have been received, have been completed in their entirety, and are ready for the next stage of the development process. Failure of completion or misrepresentation of documents is subject to disciplinary action by the California Board of Professional Engineers and Land Surveyors under rules 475 and 476. Please refer to <http://www.dca.ca.gov/pels/conduct.htm> for more information.

**Submittals shall contain the following (for City use only):**

**Parcel Maps: (2 copies each):**

- Tentative and Final Map
- Vesting deed(s)
- Title report (within six (6) months)
- Deeds for granted easements and/or rights-of-way
- Adjacent reference maps
- Evidence of ROW or easements for maintenance, access and slope
- Evidence of deeds, easements, or ROW for storm waters
- Traverse closures for boundary blocks, lots, easements, center lines and monument lines
- Approved Tentative Map and final Conditions of Approval
- Evidence of completion of tentative map conditions and accompanying letter itemizing verifying completion
- Fee for map checking and plan checking

**Final Subdivision Map (in addition to Parcel Map):**

Submit two copies of all the following:

- Preliminary soils report-prepared by registered geotechnical engineer
- A guarantee of title
- Complete hydraulic calculations for all storm drains and flood flows
- Proposed declaration of Covenants, Conditions and restriction
- Evidence of Insurance
- Cost estimates for Public Improvement and Improvement Plans if required.

**Improvement Plans:**

- 1<sup>st</sup> Submittal-seven (7) sets of plans, City will inform applicant of the number required fro subsequent submittals
- Design Calculations (2 copies of each)
  - Traffic
  - Water
  - Sewer
  - Storm Drain
- 2 copies of Geotechnical soils report
- Voltage drop calculations
- Engineer's estimate of probable costs
- Utility notification letters
- 2 copies of Storm Water Pollution Control Plan (SWPPP)
- 2 copies of Post-Construction Best Management Practice (BMP's)
- Fee—preliminary plan-check fee (3% of engineers estimate)

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_